POLICIES & PROCEDURES MANUAL FOR EMPLOYEES





TABLE OF CONTENTS

Introduction

Letter from the State Fire Marshal Vision, Mission and Value Statements Information and Acknowledgement of Receipt Organizational Chart

Policies and Procedures	Policy Number
	200.00
Equal Employment Opportunities	200.05
Sexual Harassment	200.10
Drug Free Workplace	200.15
No Smoking / Tobacco Use	200.17
Alcoholic Beverages	200.20
Federal Human Resource Laws	200.25
Background Checks	200.30
Conduct	201.00
Code of Conduct	201.05
Gratuities/Gifts	201.10
Honorariums	201.15
Gifts to Supervisory Personnel	201.20
Observance of State Statutes and Traffic Laws	201.25
Dress Code	201.30
Possession of Firearms	201.35
Fireworks	201.40
Employee Comments / Media Relations	201.45
Political Activity	201.50
Benefits and Programs	202.00
Holidays-Leave-Tardiness	202.01
Flex Time	202.05
Inclement Weather-Hazardous Travel Policy	202.10
Employee Assistance Program	202.15
Highway Patrol and Ike Skelton Facilities	202.20
Share Leave Program	202.25
Alternate / Modified Duty Assignments	202.26
Fringe Benefits	202.30
Educational Assistance	202.35
Reimbursement of Licenses/Certifications/Dues	202.40
Professional Development/Nat. Board/QEI/NAARSO Certifications	202.50





TABLE OF CONTENTS

Administrative	203.00
Personnel Records	203.05
Performance Appraisals	203.10
Separation from Service	203.15
Grievance, Discipline and Appeals	203.20
Worker's Compensation	203.25
Information Systems and Telecommunications Services	203.30
Visitors and Family Members	203.35
Witness/Jury Duty (non-job related)	203.40
Signature Authority	203.50
Requests of Information-Sunshine Law	203.55
Wireless Telecommunications-Equipment and Services	203.60
Expenses and Property Management	204.00
Travel Regulations – Vehicle Use	204.05
Travel Regulations – Expenses	204.07
Vehicle Replacement and Maintenance	204.09
Supplies / Property Management	204.10
Payment of Relocation Expenses	204.15
Canine Policy	205.05
Emergency Action Plans	206.05
Job Classifications	

MATT BLUNT Governor

MARK S. JAMES
Director

RANDY L. COLEState Fire Marshal



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DEPARTMENT OF PUBLIC SAFETY DIVISION OF FIRE SAFETY

Division of Fire Safety Employees:

The Missouri Division of Fire Safety has responsibility over a wide variety of law enforcement and regulatory functions to ensure public safety is maintained at the highest possible level.

The Division's mission is to provide fire and life safety enforcement and education to all citizens so they receive the highest quality services to ensure safety and a sense of well-being. Division personnel are dedicated and professional in providing superior customer service and are responsive to the needs of Missouri's fire service organizations, first responders and citizens. Division administrative support is vital to maintaining employee excellence and commitment.

An essential element of maintaining an excellent, fair and consistent work environment is to establish policies and procedures under which the Division will operate on a day to day basis. This policies and procedures manual is to be reviewed by each employee and is meant to assist us in the performance of our job duties.

Please regard this manual as a "living" document, subject to revisions and additions as the need and situation arise. The contents affect you in your professional capacity within the Division and should do so in a positive manner.

This is a proud organization. As such, we must strive to ensure this pride is evident in our actions as we perform our Division responsibilities. Our customers and we, as a Division, should expect nothing less.

If you have any questions or need clarification regarding the contents herein, please contact your immediate supervisor.

Sincerely,

Missouri State Fire Marshal

Kandy L Cole



VISION

The Division of Fire Safety will be recognized as the premier provider for life and fire protection creating a safer environment for the citizens and visitors of Missouri by minimizing the threat of death, injury and property loss.

MISSION

The Division of Fire Safety provides proactive statutory enforcement, regulatory oversight and education to protect all lives and property from the devastation of fires, explosions and life safety perils.

VALUES

RESPONSIBILITY

We are accountable to those we serve.

INTEGRITY

We adhere to a strict ethical code.

PROFESSIONALISM

We have a conscientious awareness of our role, image, skills and knowledge.

FAIRNESS

We will serve all in a courteous, dignified and respectful manner.

DEDICATION

We are committed to fulfilling the mandates set forth for the Division of Fire Safety with excellence.





Date Issued:	Policy:	Authorized by:
07/14/2006		Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
01/04/2007	1 of 2	
Policy Title: Policy Manual – Information and Acknowledgement of Receipt		

The Missouri Division of Fire Safety Employee Policies and Procedures Manual contains information you need to know about the policies, practices, responsibilities, and benefits that are a part of working for the State of Missouri and the Missouri Division of Fire Safety. This guidebook is not the full and complete official statement of the Division of Fire Safety. It does not create a contract for employment or any contract for benefits.

Individual units within the Division may be set forth specific policies not covered in this manual.

The Missouri Division of Fire Safety retains the right to modify, alter, rescind, or remove any or all policies, procedures, practices, guidelines, and statements contained in this manual. Any such modifications to this manual will be distributed to you and shall be retained as part of the official policy manual.

Please read this manual and become familiar with the policies and procedures described here. Keep the manual handy for ready reference. If there are points that are unclear to you, or if you have any questions or concerns, please contact your supervisor.

Additionally, the Division's Strategic Plan is available on the Division website, www.dfs.dps.mo.gov. Division employees should familiarize themselves with this Strategic Plan to better understand the goals and direction of the Division.

Please sign and return the following *Acknowledgment of Receipt* to your supervisor as soon as possible.

This policy manual is the property of the Division of Fire Safety. It shall be returned to the Division upon the employee's separation of service with the Division.

POLICIES AND PROCEDURES



Acknowledgement of Receipt

I hereby acknowledge receipt of the Missouri Division of Fire Safety Employee Policies and Procedures Handbook. I agree to read and comply with all policies and procedures therein and any other rules and policies of the Division of Fire Safety or its individual units and programs.

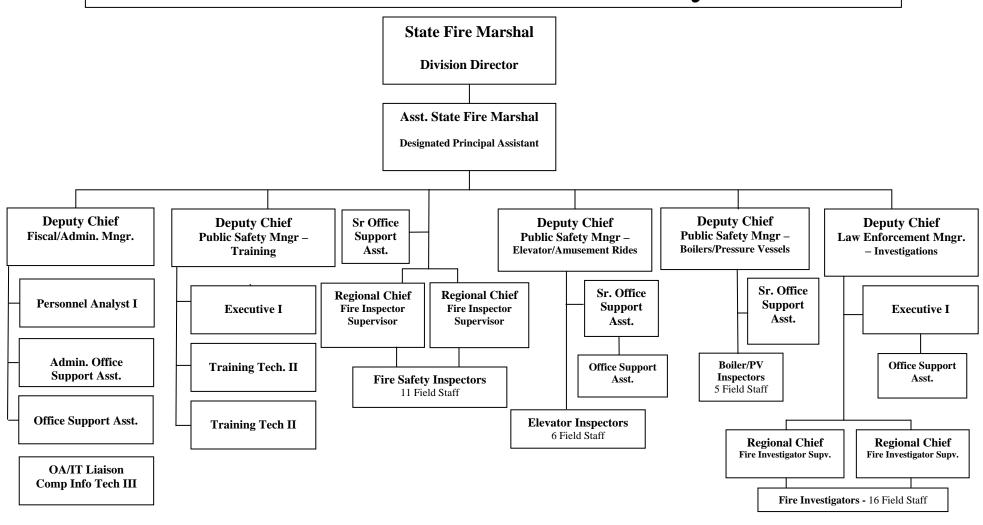
I understand the handbook on policies and procedures and all other written and oral materials provided to me is intended for informational purposes only.

Neither this handbook, Division practices, nor other communications create an employment contract or term of employment. I understand that the policies and procedures in this handbook, and others communicated to me in any fashion, are subject to interpretation, review, and change by management at any time without notice.

Employee Name: _	
Employee Signature:	
Date:	

Missouri Department of Public Safety

Division of Fire Safety







Date Issued:	Policy:	Authorized by:
4/1/1998	200.05	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
01/04/2007	1 of 1	
Policy Title: Equal Employment Opportunity		

The Division of Fire Safety is an Equal Opportunity Employer. It is the policy of the Division of Fire Safety to prevent discrimination against any employee or applicant for employment and to take affirmative action to assure equality of opportunity in the administration of this Division and its relations with the general public.

The policy encompasses all practices relating to recruitment, hiring, training, promotion, transfer, demotion, lay-off, termination and all other areas comprising the conduct of the Division's business.

This Division will not, in policy or in practice, pursue employment practices which discriminate on the basis of race, color, religion, disability, creed, national origin, ancestry, age, or sex.

Employees of this Division shall be appointed, assigned and promoted only on the basis of merit and ability to perform the job.

Every employee exercising management responsibility is responsible for ensuring that the concept of equal employment is understood and practiced throughout the Division. Management and employees who engage in unlawful discriminatory actions against their subordinates, co-workers, or customers are subject to discipline, which may include termination.





Date Issued:	Policy:	Authorized by:
04/01/1998	200.10	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
01/04/2007	1 of 2	
Policy Title:	Sexual Harassment	

Title VII of the 1964 Civil Rights Act prohibits employment discrimination on the basis of race, color, sex, age, religion, national origin or handicap. Sexual harassment is included among the prohibitions.

Sexual harassment refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale, damages working relationships, and that, therefore interferes with work effectiveness. Sexual harassment may also be an attempt to control, influence or affect the career, salary or job of an individual in exchange for sexual favors.

The Missouri Division of Fire Safety will not allow any form of sexual harassment or any offensive conduct that has the effect of interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment. Sexual harassment may be overt or subtle.

Forms of harassment may include, but is not limited to:

Verbal - Sexual innuendos, suggestive comments, whistling, jokes of a sexual nature, propositions or threats.

Non-Verbal - Sexually suggestive objects or pictures, leering, obscene gestures.

Physical - Unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, assault.

All employees are expected to act in a responsible manner to ensure a pleasant work environment that is free from all types of discrimination.

Any employee who feels that he or she has been the victim of sexual harassment should immediately report the alleged incident to his or her supervisor. If the complaint involves a supervisor, the complaint should be brought to the attention of the Division Director. If the complaint involves the Division Director, the complaint should be brought to the attention of the Director of the Department of Public Safety.

To avoid even the possibility of sexual harassment from occurring, it is strictly forbidden for any supervisor to engage in a romantic or dating relationship with any employee over whom any supervisory authority is, or may be, exercised. Violation of this prohibition will result in disciplinary action.

POLICIES AND PROCEDURES



The Missouri Division of Fire Safety is required to investigate any form or complaint of sexual harassment in a timely and confidential manner. All employees are expected to cooperate in an investigation of any type of harassment. Failure to do so may lead to discipline, to include termination.

False information provided in the course of an investigation may lead to discipline, to include termination. Information provided by an individual will be treated as confidential and only provided to those who have a need for the information, or when it is required in the course of investigating the complaint.

If the investigation reveals that the complaint is valid, prompt attention and disciplinary action will be taken.

There will be no retaliatory action taken against any employee who makes a sincere complaint of sexual harassment.

Ref.: Title VII - Civil Rights Act of 1964 EEOC Guidelines on Sexual Harassment





Date Issued:	Policy:	Authorized by:
04/01/1998	200.15	Randy L. Cole
Date Revised: 01/04/2007	Page: 1 of 2	DPS/OA Policy Reference: OA - SP4 / DPS
Policy Title:	Drug Free Workplace	

It is the intent of the Missouri Division of Fire Safety to provide a drug-free work environment for all employees, and to support the provisions of the Federal Drug-Free Workplace Act of 1988, the Missouri Drug Free Public Work Force Act of 1993, and the Department of Transportation Regulations of Omnibus Transportation Employee Testing Act of 1991.

Provisions

The wrongful or unlawful possession, manufacture, distribution, dispensing, or use of any alcoholic beverage or controlled substance at any Missouri Division of Fire Safety work site or in any state owned/leased vehicle is strictly prohibited. If the employee is engaged in the performance of a federally funded grant or contract, the State Fire Marshal or designee will notify the federal agency within ten days after receiving notice of any criminal drug statute conviction for a violation occurring in the workplace.

Conducting official business either on or off state-owned/leased facilities or property, or operating state-owned/leased vehicles and equipment while intoxicated or impaired by the consumption or use of alcoholic beverages or controlled substances is strictly prohibited even if the controlled substance is prescribed by a supervising physician.

Any employee who is arrested and charged with a criminal drug offense as defined in Chapter 195 RSMo., or any criminal alcohol-related offense must notify their immediate supervisor as soon as possible after the arrest. That supervisor shall immediately notify the State Fire Marshal or Assistant State Fire Marshal.

The employee is required to keep his/her supervisor informed of developments in the prosecution of the case and must notify the supervisor in writing no later than five calendar days after a determination has been rendered in the case.

Any employee violating the above provisions may be subject to disciplinary action, to include:

Any employee who is convicted, pleads guilty, or pleads nolo contendere for the first time under the laws of this state, or any other state of the United States, of any criminal offense involving the use of alcohol, a controlled substance, marijuana, or other dangerous drug as such substances are defined in Chapter 195 RSMo., shall be subject to severe disciplinary action which may include termination.





The employee shall be required to attend and show evidence of completion of a state-certified drug abuse treatment and education program at the expense of that employee. Any convicted employee who refuses to participate in a program or fails to complete such a program within six months will face suspension without pay and possible termination.

An employee who is convicted, pleads guilty, or nolo contendere for a second or subsequent time to any criminal offense involving the use of a controlled substance, marijuana, or other dangerous drug as such substances are defined in Chapter 195 RSMo., shall be terminated.

The employee shall be ineligible for other employment with the executive branch of the state for two years from the most recent date of conviction.





Date Issued:	Policy:	Authorized by:
03/03/2006	200.17	Randy L. Cole
Date Revised: 01/04/2007	Page: 1 of 1	DPS/OA Policy Reference: OA SP-11
Policy Title: No Smoking / Tobacco Use		

The purpose of the No Smoking / Tobacco Use Policy is to promote the health, safety and welfare of employees of the State of Missouri while also promoting a healthy, safe and comfortable environment for those who visit state office buildings throughout Missouri.

Use of any tobacco product/smoking is prohibited inside the Division of Fire Safety buildings or in any vehicle owned by the Division of Fire Safety.

All areas used to enter a building exclusively occupied by the State of Missouri shall be designated as a "No Smoking Zone." This restriction shall apply to both state employees and the general public.

Smoking may take place outside and in areas where non-smokers will not be required to encounter smoke during the normal course of a non-smoker's work or business.

Users of smokeless tobacco will refrain from spitting on or around any area where the public or foot traffic may be present. Used smokeless tobacco products will be properly disposed of in a trash receptacle.

Smoking is prohibited in the portion of any building occupied by the state where the state does not exclusively occupy the entire building.

Individual departments and/or the Office of Administration may designate restricted smoking and no smoking areas outside of state-owned or leased buildings. In buildings occupied by multiple departments, the Office of Administration-Facilities Management, Design and Construction Division will coordinate with the various departments and agencies to reach a consensus on restricted areas.

This policy does not apply to use of tobacco products which occurs in parking lots or private vehicles.

Use of non-tobacco cigarettes/cigars or smoking materials are included in provisions of this policy.





Date Issued:	Policy:	Authorized by:
04/01/1998	200.20	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
01/04/2007	1 of 1	SP-4
Policy Title:	Alcoholic Beverages	

Division of Fire Safety employees are prohibited from possessing or consuming alcoholic beverages of any kind while on state property, except when the substance is prescribed by a supervising physician.

Division employees are also prohibited from consuming alcoholic beverages prior to or during the operation of any state vehicle. Employees who violate this policy are subject to severe disciplinary action, to include termination. The term "prior to", as used in this policy, means the twelve (12) hour period immediately prior to operating the vehicle.

Employees shall not possess alcoholic beverages in Division vehicles, except when the substance is prescribed by a supervising physician or as part of evidence in an investigation.

For the purposes of this policy, unopened alcoholic beverages secured in an employee's personal vehicle parked on Division property is not considered "possession".

The term "alcoholic beverages", as used in this policy, refers to any beverage containing alcohol in any amount, including, but not limited to beer, wine or spirits.





Date Issued:	Policy:	Authorized by:
04/01/1998	200.25	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
01/04/2007	1 of 2	
Policy Title: Federal Human Resources Laws		

The Division of Fire Safety abides by all federal human resource laws regarding Americans with Disabilities Act (ADA) of 1990; the Fair Labor Standards Act (FLSA); and the Family Medical Leave Act (FMLA) of 1993.

The Americans with Disabilities Act (ADA) of 1990 prohibits discrimination against qualified persons with disabilities in the areas of employment, public accommodations, public services, public transportation, and telecommunication services. The Division of Fire Safety will comply with the ADA and a good faith effort will be made to comply with all requests for reasonable accommodations. Complaints or grievances regarding the provisions of the Americans with Disabilities Act will be handled through the Division's Grievance Policy (Policy 203.20).

The Division of Fire Safety will comply with guidelines set forth by the Fair Labor Standards Act (FLSA) regarding compensatory and overtime pay. An employee wishing to file a complaint or grievance regarding working hours shall follow the Division's Grievance Policy (Policy 203.20).

The Family and Medical Leave Act (FMLA) of 1993 requires covered employers to provide up to 12 weeks of unpaid, job protected leave to "eligible" employees for certain family and medical reasons. The Division of Fire Safety will adhere with the requirements and ensure that its employees are notified of the provisions of FMLA.

YOUR RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT OF 1993

Employees are "eligible" if they have worked for a covered employer for at least one year; and have worked for the covered employer for 1,250 hours during the previous 12 months; and if the covered employer has at least 50 employees within 75 miles.

Unpaid leave must be granted for any of the following reasons:

- a. to care for the employee's child after birth, or placement for adoption or foster care;
- b. to care for an employee's spouse, son or daughter, or parent who has a serious health condition;
- c. for a serious health condition that may interfere with an employee's ability to perform his/her job duties.

At the employee's or employer's option, other types of paid leave may be substituted for unpaid leave.

POLICIES AND PROCEDURES



Advance Notice and Medical Certification

The employee may be required to provide advance leave notice and medical certification.

Taking of leave may be denied if requirements are not met:

- a. The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- b. An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense), and a fitness for duty report to return to work.

Job Benefits and Protection

For the duration of FMLA leave, the employer must maintain the employee's health coverage under any group health plan. Upon return from FMLA leave, the employee must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

The use of FMLA leave can not result in the loss of any employment benefit accrued prior to the start of an employee's leave.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA; discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

The U.S. Department of Labor is authorized to investigate and resolve complaints and violations. An eligible employee may bring civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Ref.: Federal Register, Volume 58, Number 106, Friday, June 4, 1993, Rules and Regulations





Date Issued:	Policy:	Authorized by:
12/01/2004	200.30	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference: OA SP-10
08/24/2006	1 of 2	OA 5P-10
Policy Title:	Background Checks	

The goal of this policy is to provide a consistent approach to conducting background checks on all new and current employees.

All background checks by any agency of the State of Missouri shall be applied and administered uniformly, fairly, and without prejudice.

This policy is for prospective employees before there is a final determination for employment and for current Division employees who may assume duties in sensitive job areas and/or managerial positions.

This background check policy does not affect or supersede other background checks required by law or as a condition of funding from any federal or state agency.

The human resources section (HRS), or applicable section, of the Division shall be responsible for all pre-employment and current employee background checks.

The Division of Fire Safety shall conduct a pre-employment criminal history record check on person(s) under final job consideration (applicant). The criminal history record check may include a fingerprint check administered by the Missouri State Highway Patrol. A signed Personal Inquiry Waiver Authority for Release of Information form (Attachment A) and two fingerprint cards (Attachment B) must be completed. Only a conditional offer of employment is appropriate until the results of the record check are known.

Additional criminal history record checks may be obtained from other states or federal law enforcement agencies as determined by the approved policy of each department.

The Division of Fire Safety shall conduct a professional and personal reference check on final applicants.

The Division of Fire Safety is a law enforcement/regulatory agency dealing with many confidential matters.

Any employee of the Division may be required to operate a state-owned vehicle.

Therefore, employment with the Division of Fire Safety may be denied to any person having been found guilty of or entered a plea of guilty or nolo contendere to:

A) a felony;

POLICIES AND PROCEDURES



- B) a crime involving a moral offense;
- C) an arson or arson-related offense;
- D) an offense related to elder, child or domestic abuse;
- E) a drug or alcohol related offense.

Persons seeking employment with, as well as those employed by, the Division of Fire Safety shall notify the Division of any such convictions or pleas. Failure to do so may result in termination of employment.

The Division's human resources section (HRS) shall maintain in a separate file the background checks for applicants in accordance with Chapter 610, RSMo and all other applicable laws. All other personnel records shall be maintained separately.

The records retention policy of the Division shall be in compliance with existing laws regarding records retention.





Date Issued:	Policy:	Authorized by:
4/11/1998	201.05	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
	1 of 4	
Policy Title:	Code of Conduct	

The Division of Fire Safety, under the direction of the Department of Public Safety which is within the Executive branch of Missouri state government, requires its employees to adhere to Executive Order 92-04 regarding Code of Conduct. The following is the Executive Order 92-04:

EXECUTIVE ORDER 92-04

WHEREAS, public confidence in the integrity of the government of the State of Missouri is of utmost importance; and

WHEREAS, the executive branch of state government must discharge its duties in an independent and impartial manner; and

WHEREAS, executive branch employees must treat the public and fellow employees with respect, courtesy, and dignity, and provide equal access to services for all members of the public; and

WHEREAS, executive branch employees conduct not only must be within the letter of the law but must seek to fulfill the spirit and intent of the law; and

WHEREAS, executive branch employees must provide a full day's work for a full day's pay, giving to the performance of their duties their earnest effort and best thought; and WHEREAS, executive branch employees must demonstrate the highest standards of personal integrity and honesty and must not realize undue personal gain from the performance of any official duties; and

WHEREAS, executive branch employees are responsible for enhancing the mission of their agencies; and

WHEREAS, a clear statement of the code of conduct which guides the executive branch is both an assurance to the citizens of Missouri and an aid to our steadfast efforts;

NOW, THEREFORE, I, JOHN ASHCROFT, GOVERNOR OF THE STATE OF MISSOURI, UNDER THE AUTHORITY VESTED IN ME UNDER THE CONSTITUTION AND THE LAWS OF THIS STATE, INCLUDING THE PROVISIONS OF SECTION 105.969 RSMO CUM. SUPP, 1992, DO HEREBY SET FORTH A CODE OF CONDUCT FOR EXECUTIVE BRANCH EMPLOYEES OF MISSOURI STATE GOVERNMENT (EXCEPTING THE EMPLOYEES OF THOSE ELECTED OFFICIALS WHO ARE TO ESTABLISH AN INTERNAL CODE OF CONDUCT FOR THEIR OFFICES):

POLICIES AND PROCEDURES



CODE OF CONDUCT

- 1. Executive branch employees shall conduct the business of state government in a manner which inspires public confidence and trust.
 - A. Employees shall avoid any interest or activity which improperly influences, or gives the appearance of improperly influencing, the conduct of their official duties.
 - B. Employees shall act impartially and neither dispense nor accept special favors or privileges which might be construed to improperly influence the performance of their official duties.
 - C. Employees shall not allow political participation or affiliation to improperly influence the performance of their duties to the public.
 - D. Employees shall not engage in business with state government, hold financial interests, or engage in outside employment when such actions are inconsistent with the conscientious performance of their official duties.
 - E. Employees shall not use or improperly possess an illegal controlled substance or alcohol in the workplace or during working hours.
 - F. Employees of the State are expected to comply with the statutes of Missouri at all times.
- 2. Executive branch employees shall conduct themselves in scrupulous compliance with applicable federal, state and local law.
 - A. Employees shall observe all conflict of interest provisions in laws applicable to their agencies and positions of employment.
 - B. Employees shall adhere to all laws providing equal opportunity to all citizens.
 - C. Employees shall perform their responsibilities as they are specified in, law or other authority establishing those responsibilities.
- 3. Financial compensation of state employment authorized salaries and fringe benefits, consist of only:
 - A. Employees shall not use their public positions in a manner designed to create personal gain.
 - B. Employees shall not disclose confidential information gained by reason of their public positions, nor shall employees use such information for personal gain or benefit.
 - C. Employees shall not directly or indirectly attempt to influence agency decisions in matters relating to prospective employers with whom employment has been accepted or is being negotiated.
- 4. Executive branch employees owe the public the diligent application of their knowledge, skills and abilities for which they are compensated.

POLICIES AND PROCEDURES



- A. Employees shall not perform outside employment or other activities not appropriate during hours compensated for state employment and will use leave and other benefits provided by the State only for the purposes intended.
- B. Employees shall carry out all lawful instructions of designated supervisors, and will report instructions not consistent with law to the proper authorities.
- 5. Equipment, material and supplies purchased with public funds are intended for the performance of public purposes only.
 - A. Employees shall use and maintain state equipment, materials and supplies in an efficient manner which will conserve future usefulness.
 - B. Employees shall use state equipment, materials and supplies solely for purposes related to the performance of state business.
- 6. The work of state government will be conducted with respect, concern and courtesy toward clients, coworkers and the general public.
 - A. Employees shall approach their duties with a positive attitude and constructively support open communication, dedication and compassion.
 - B. Employees shall conduct their duties with courtesy toward clients, coworkers, patients, inmates and the general public, recognizing the diverse background, characteristics and beliefs of all those with whom they conduct state business.
 - C. Employees shall not engage in any form of illegal harassment or discrimination in the workplace, including on the basis of race, color, religion, national origin, ancestry, sex, age or disability.
 - D. Employees, in connection with the performance of their duties, shall not seek sexual favors from a client, co-worker, patient, inmate or member of the public.
- 7. This code shall provide guidance to the officials and employees of the executive branch of Missouri state government in matters of employment related conduct.
 - A. When questions arise in the application of this code, the public interest will receive resolution.
 - B. This code is not intended to fully prescribe the proper conduct of employees and the failure to prohibit an employee action in this code does not constitute approval of the action.
 - C. This code is intended as a supplement to the provisions in law which govern employee conduct, and in no instance does it decrease the requirements in law.
 - D. Agency heads are responsible for promoting and enforcing this code of conduct among the employees of their agencies in accordance with their respective agency procedures, and shall supplement it with additional provisions to meet the needs of their agencies.
 - E. This code is intended to provide guidance for employment related conduct and is not intended to create any right or benefit enforceable by law.





- F. No state agency or appointing authority shall threaten or otherwise retaliate against, or shall discharge, an employee for reporting in good faith any violation of this code.
- G. In applying this code to specific situations, the standard to be used is that of a reasonable person having knowledge of the pertinent circumstances.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Missouri, in the City of Jefferson, this 31st day of January 1992.

[John Ashcroft's signature] GOVERNOR

ATTEST (Roy D. Blunt's signature) SECRETARY OF STATE





Date Issued:	Policy:	Authorized by:
04/01/1998	201.10	Randy L. Cole
Date Revised: 01/04/2007	Page: 1 of 2	DPS/OA Policy Reference: OA SP-13
Policy Title:	Gratuities / Gifts	

It is the policy of the Division of Fire Safety that no employee shall directly or indirectly solicit, accept, or agree to accept items of value (except as provided in this policy) for personal benefit under any circumstances which would tend to influence or have the appearance of influencing the manner in which they perform their official duties. Items of value include gifts of money or goods, loans or services, or other profit arrangements for personal benefit.

- 1. An employee will politely decline gratuities in the form of meals in which official Division business is discussed unless:
 - a. the cost of the meal is so small that no reasonable person could believe the amount involved would influence the way the employee performs official duties, or
 - b. the meal is organized by a business or professional group which has an ongoing working relationship with the Division.
- 2. An employee may accept small tokens of appreciation if they result from duties as a Division representative. Examples include: certificates, plaques, pens, caps, notebooks, etc.
- 3. An employee who negotiates any kind of purchasing or contract with a vendor shall not accept anything of value from that vendor (e.g., free lodging, meals).

Gifts from Lobbyists

No employee of the Division of Fire Safety shall solicit or accept, directly or indirectly, on behalf of himself or herself or any member of the employee's household, any gift, including but not limited to any gratuity, service, favor, food, entertainment, lodging, transportation, loan, loan guarantee, or any other thing of monetary value, from any person or entity that is a Missouri registered lobbyist as defined in section 105.470, RSMo.

Exceptions

The prohibition on accepting gifts in this section does not apply to:

1. A gift given by a member of the employee's immediate family, or by an individual, if the gift is given for a non-business purpose and is motivated by a close personal friendship and not by the position of the employee;

POLICIES AND PROCEDURES



- 2. Informational materials in the form of books, articles, periodicals, other written materials, audiotapes, videotapes, or other forms of communication, and travel and lodging expenses in connection with a fact finding or educational trip sponsored by a bona fide organization;
- 3. Sample merchandise, promotional items, and appreciation tokens, if they are routinely given to customers, suppliers or potential customers or suppliers in the ordinary course of business, unsolicited tokens or awards of appreciation, honorary degrees, or bona fide awards in recognition of public service in the form of a plaque, trophy, desk item, wall memento and similar items; provided, that any such item shall not be in a form which can be readily converted to cash, and modest items or tokens given by an organization as a display of that organization's esteem when it would be awkward or rude to refuse, such as t-shirts, ball taps, coffee mugs, or similar items;
- 4. Modest items of food and refreshments, such as soft drinks, coffee and donuts, offered other than as part of a meal;
- 5. Food, refreshments, meals, foodstuffs, entertainment, beverages or intrastate travel expenses that are provided in connection with an event where the employee is a speaker or part of a panel discussion at a scheduled meeting or an establishment or recognized membership organization which has regular meetings;
- 6. Loans from established financial institutions made in the ordinary course of business on usual and customary terms, so long as there are no guarantees or collateral provided by any person described in A and B of this section; and
- 7. Anything for which fair market value is paid by the employee.

Corrective Action

An employee does not violate this section if:

- 1. The employee did not know that the gift was paid for by a Missouri registered lobbyist and the employee takes reasonable remedial action, including but not limited to returning the gift, paying market value for the gift, or donating the gift to a nonprofit or charitable organization; or
- 2. The employee did not actually receive a gift that was erroneously reported on a lobbyist report filed with the Missouri Ethics Commission. In a case where an erroneous lobbyist report is filed, the employee should take appropriate steps to ensure that a correction in the report is made.





Date Issued:	Policy:	Authorized by:
04/01/1998	201.15	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
01/04/2007	1 of 1	
Policy Title:	Honorariums	

Division of Fire Safety employees shall be permitted to accept honorarium or other compensation for services performed during a scheduled non-working or off-duty period.

Any such services must be approved by the employee's supervisor prior to being provided.

Services include functions which are not funded by the Division, or in conflict with the responsibilities of the Division and job duties of Division personnel.

Scheduled non-working or off-duty periods include approved vacation or compensatory time, or off-duty time previously approved and scheduled.

Sick leave and "on-call" periods are not included in scheduled non-working hours, or off-duty periods.





Date Issued:	Policy:	Authorized by:
04/01/1998	201.20	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
01/04/2007	1 of 1	
Policy Title: Gifts to Supervisory Personnel		

The Division of Fire Safety supervisors and other Division employees are expected to conduct themselves in a manner which will be free of even the appearance of wrongdoing or unethical actions.

It is the policy of the Division of Fire Safety that supervisors, at any level, should not accept any personal gift of money (cash, check, or certificate) or loan of money from any employee or group of employees.

This policy is not meant to preclude the giving of modest, non-cash gifts to supervisors (Christmas gifts, birthday gifts, etc.).

However, the individual value of any gift of this type should not exceed \$50.00.

This monetary value limit will not apply to voluntarily subscribed farewell gifts to a supervisor who is retiring or otherwise leaving the employment of the Division of Fire Safety.





Date Issued:	Policy:	Authorized by:
04/01/1998	201.25	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
07/14/2006	1 of 1	
Policy Title: Observance of State Statutes and Traffic Laws		

Division of Fire Safety employees acting in their official capacity, including the operation of state owned/leased or personal vehicles are expected to adhere to all applicable laws of the State of Missouri.

All drivers and passengers riding in state vehicles must wear seat belts at all times

Any Division of Fire Safety employee violating this policy should be reported to the State Fire Marshal immediately.

Any substantiated violation of this policy may result in disciplinary action by the employee's supervisor or the State Fire Marshal.

Any Division of Fire Safety employee found guilty of any moving traffic violation will be subject to disciplinary action determined by the State Fire Marshal. The State Fire Marshal will report the violation to the Department Director.

If an accident occurs involving a Division of Fire Safety employee while operating a stateowned vehicle, the incident must be reported to the Highway Patrol, and then to the employee's supervisor immediately.

If the supervisor is not available, report the accident to the State Fire Marshal, Assistant State Fire Marshal, or the Fiscal/Administrative Officer.

Vehicle accidents involving Division employees acting in their official capacity are subject to review by a board appointed by the State Fire Marshal. This board shall make a recommendation to the State Fire Marshal of an appropriate disciplinary action, if such action is found warranted.

Ref.: Division of Fire Safety Policy and Procedures - 204.05





Date Issued:	Policy:	Authorized by:
04/01/1998	201.30	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
01/04/2007	1 of 2	DPS C-7
Policy Title:	Dress Code	

Employees are expected to dress appropriately for work. Appropriate dress is clothing that helps employees to project a mature, businesslike, professional, and responsible image to their co-workers and the public. The appropriateness of work attire shall take into consideration the nature of an employee's work as well as the level of contact the employee may have with the public. All attire worn in the workplace shall be clean, neat, and in good condition.

1. Attire

- A. The general standard for appropriate dress for all employees is business casual. This standard applies Monday through Friday throughout the year. Examples of attire that meets this standard include: dress or sports shirt with collars (long or short sleeve as dictated by the season or personal preference), turtleneck or mock-turtleneck shirts, sweaters, skirts and blouses, dresses, dress or casual ("Docker" style) slacks, and loafers or deck shoes. Open-toe shoes are acceptable for women subject to the restrictions noted in item "C" below. Sweatshirts may be worn if a collared shirt or turtleneck is worn underneath. Writing on sweatshirts must be small and subtle. The State Fire Marshal shall have authority to designate units and/or positions in which alternate attire is permitted because of the nature of work performed.
- B. The State Fire Marshal and any supervisor may mandate that traditional business attire or Division uniforms be worn in special circumstances based on the type of meeting or interaction with the public. Traditional business attire is defined as business suits or sport coats with dress slacks, collared shirts with ties, and dress shoes for men with equivalent attire for women. All employees of this Division should appear in the offices of any elected official in uniform or business attire if present there on Division business.
- C. Clothing and shoes that are more casual than that described above (i.e., the kind of clothing generally worn when performing household chores or for recreational activities) are not appropriate for work. Examples include denim jeans, blue jeans, T-shirts, shorts, sweat pants, flip flops or thong sandals, any sandals for men, tennis shoes or athletic shoes, exercise clothing, leggings, tank tops, halter tops, sport back T-shirts, shirts with spaghetti straps. Other kinds of clothing which are not appropriate for work include form fitting stretch clothing, clothing with advertising or offensive or improper slogans, and clothing which is unduly tight or revealing. This list is not designed to be all-inclusive and the State Fire Marshal may add items to this list at his/her discretion.

POLICIES AND PROCEDURES



- D. More casual attire is acceptable for work conducted on Saturdays, Sundays, evenings, or legal holidays.
- E. If an employee has any doubt about whether an article of clothing is appropriate for work, the employee should resolve that doubt in favor of dressing more conservatively.
- F. The State Fire Marshal shall have final discretion.

2. Grooming & Hygiene

A. Employees are expected to observe good grooming and personal hygiene practices. Employees should maintain a clean and neat appearance in the workplace. Employees should be aware that many of their co-workers have allergies or sensitivities to strong odors and smells and should limit excessive use of colognes or perfumes. It is never appropriate to paint fingernails or remove nail polish while in the workplace.

3. Application

This policy applies to all employees of the Division, on or off normal work premises, who are in pay status and working for the Division or attending a division-related function, meeting, or seminar.

4. Field Staff

Field personnel, such as investigative or inspection staff should follow the guidelines provided in each unit's individual policy and procedure guide.

5. Enforcement

If an employee's supervisor or the State Fire Marshal deems a particular outfit or clothing item as unacceptable office attire, they may counsel the employee and ask that such items not be worn to work again. In the case of second warning, an employee's supervisor may send the employee home to change without pay. Subsequent violations of this policy may lead to disciplinary action, up to and including termination of employment.





Date Issued:	Policy:	Authorized by:
04/01/1998	201.35	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
01/04/2007	1 of 1	
Policy Title:	Possession of Firearm	s

No employee of the Division of Fire Safety, except those P.O.S.T. certified law enforcement officers authorized by the State Fire Marshal, shall carry a firearm on their person or in a vehicle owned by the Division of Fire Safety while acting in any official capacity.





Date Issued:	Policy:	Authorized by:
04/01/1998	201.40	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
01/04/2007	1 of 1	
Policy Title:	Fireworks	

Employees of the Division of Fire Safety shall not participate in the sale or distribution of fireworks.

To avoid any conflict of interest or the appearance of impropriety:

- 1) No employee of the Division of Fire Safety shall receive profits, either directly or indirectly, from the sale of fireworks.
- 2) Fireworks shall not be sold nor a public display shot upon any property of which a Division employee has a financial interest.





Date Issued:	Policy:	Authorized by:
04/01/1998	201.45	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
01/04/2007	1 of 2	
Policy Title: Employee Comments / Media Relations		

Employees of the Division of Fire Safety are entitled to and encouraged to develop a positive relationship with the public and the media. Media relations play a vital role toward the Division's mission and the public it serves.

All Division employees shall conduct themselves in a professional and courteous manner when dealing with the media or public.

All media contacts regarding policies and procedures of the Division shall be directed to the State Fire Marshal or appointed designee.

No statements or comments concerning the policies or procedures of the Division shall be made by any Division employee without prior approval from the State Fire Marshal or appointed designee. Personal opinion contradictory to the Division's official policy shall not be expressed to any person outside of the Division or in a public venue.

Prearranged contacts with the media, press releases or other written material submitted to the media must first be approved by the State Fire Marshal or appointed designee. Disclosures shall only include incontrovertible, factual matters and shall not include subjective observations.

At no time shall any Division employee:

- 1) Furnish any statement or information for the purpose of influencing the outcome of a trial.
- 2) Disseminate any information concerning a defendant's prior criminal record.
- 3) Release observations about a defendant's character.
- 4) Release information concerning investigative procedures, examinations, evidence, admissions or confessions used or obtained in an investigation.
- 5) Provide any opinion as to the accused guilt or the possibility of any plea.
- 6) Assist or encourage the media in photographing or televising a defendant or accused person.

This policy is not intended to restrict the release of information:

- 1) Concerning a defendant who is a fugitive from justice.
- 2) Any information provided in response to a lawful subpoena, deposition, sworn statement or testimony.
- 3) Information lawfully provided to another law enforcement agency or official.





- 4) Provided pursuant to section 320.083, RSMo, known as the "Arson Immunity Law".
- 5) Subject to the provisions of chapter 610, RSMo, also known as the "Sunshine Law".

Any information released as the result of an official act or duty of the Division of Fire Safety shall be reviewed by the employee's supervisor before such release.

Employees shall refrain from commenting on the policies and procedures of any other governmental or private agency or organization.

No Division employee acting in an official capacity, or while in uniform or while wearing a Division badge or insignia, shall offer or express any public opinion concerning the competence or character of any person.





Date Issued:	Policy:	Authorized by:
04/01/1998	201.50	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
01/04/2007	1 of 3	
Policy Title:	Political Activity	

All employees of the Division of Fire Safety will adhere to state and federal laws which place certain restrictions on the political activity of employees. Employees will not engage in any otherwise permissible political activities while on duty, while wearing an official uniform, or while otherwise identifying themselves as a state employee.

Uniformed employees may vote in uniform, if necessary.

Employees who violate this policy may be subject to disciplinary action, to include termination.

More specifically:

YOU MAY NOT:

MAY NOT take part in the management or affairs of a political party or the conduct of any partisan political campaign.

MAY NOT make campaign speeches for or against a partisan candidate.

MAY NOT distribute campaign material in a partisan election.

MAY NOT campaign for or against a candidate, a slate of candidates, or a political party in a partisan election.

MAY NOT organize or manage partisan political rallies or meetings.

MAY NOT sell tickets to fund-raising functions for political parties or partisan candidates.

MAY NOT solicit contribution for political parties or partisan candidates.

MAY NOT knowingly solicit or discourage the participation in a political activity of any person who has an application for any compensation, grant, contract, ruling, license, permit or certificate pending before the employee's department or a participant in an ongoing audit, investigation or enforcement action being carried out by the department.

MAY NOT take part in the management or affairs of a political party or the conduct of any partisan political campaign.

MAY NOT make campaign speeches for or against a partisan candidate.

MAY NOT distribute campaign material in a partisan election.

MAY NOT campaign for or against a candidate, a slate of candidates, or a political party in a partisan election.

MAY NOT organize or manage partisan political rallies or meetings.

MAY NOT sell tickets to fund-raising functions for political parties or partisan candidates.

MAY NOT solicit contribution for political parties or partisan candidates.

MAY NOT knowingly solicit or discourage the participation in a political activity of any person who has an application for any compensation, grant, contract, ruling, license, permit or

POLICIES AND PROCEDURES



certificate pending before the employee's department or a participant in an ongoing audit, investigation or enforcement action being carried out by the department.

MAY NOT orally or by letter solicit partisan political contributions from other employees or act as an agent in receiving such contributions.

MAY NOT circulate nominating petitions in a partisan political campaign.

MAY NOT work to register voters for one party only.

MAY NOT hold office in a political party, partisan club, or partisan organization.

MAY NOT be a member of any national, state, or local governing committee of a political party.

MAY NOT become a candidate for nomination or election to a partisan public office OR a nonpartisan public office which is in conflict with the employee's duties unless the employee first resigns or obtains a leave of absence.

MAY NOT engage in political activity in any room or building occupied in the discharge of official duties.

MAY NOT engage in political activity by utilizing any state resources or facilities.

MAY NOT knowingly solicit, accept or receive a political contribution from a subordinate employee.

YOU MAY:

MAY register and vote as he or she chooses; may attend and participate in a partisan presidential caucus held to determine a political group's preference for the Office of President of the United States.

MAY express an opinion about political candidates and issues.

MAY wear or display political badges, buttons, or stickers as an expression of opinion.

MAY campaign for a candidate or slate of candidates in a partisan or non-partisan election and for or against referendum questions, constitutional amendments, and similar issues.

MAY attend political rallies and meetings.

MAY voluntarily attend a political fund-raising function.

MAY make voluntary contributions to a political organization or candidate.

MAY collect contributions and participate in fund-raising for partisan or non-partisan election campaigns.

MAY sign nominating or referendum petitions.

MAY assist in general voter registration drives.

MAY voluntarily join a political party, club or organization.

MAY serve as an election judge whose real function is general compliance with election laws even though a partisan label is required.

MAY be a candidate for nomination or election to a non-partisan public office which is not in conflict with the duties of the employee's position.

The law defines *partisan political office* as "any office for which any candidate is nominated or elected as representing a party pursuant to Chapter 115, RSMo.





Nonpartisan is defined in section 115.013(16), RSMo: "'Nonpartisan' shall mean a candidate who is not a candidate of any political party and who is running for an office for which party candidates may not run."

If needed, employees may request time off to vote in accordance with Section 115.639, RSMo.

This section states that "any person entitled to vote at any election held within this state shall....be entitled to absent himself from any services or employment.....for a period of three hours between the time of opening and the time of closing the polls; however, that request shall be made for such leave of absence prior to the day of the election...and this section shall not apply to a voter on the day of election if there are three successive hours while the polls are open in which he is not in service to his employer. The employer may specify any three hours....which such employee may absent himself."





Date Issued:	Policy:	Authorized by:
04/01/1998	202.01	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
01/04/2007	1 of 3	
Policy Title: Holidays – Leave - Tardiness		

All Division of Fire Safety employees are allowed time off for public holidays except when required to be on duty. A list of public holidays will be issued to division employees when the list is received from the Governor's office.

In addition to the following rules set forth by the Personnel Advisory Board Rules and Regulations the Division of Fire Safety acknowledges the following policies.

When requesting sick leave, annual leave and/or compensatory leave, the employee must complete the Employee Leave Request form and submit it for approval to their supervisor.

A supervisor shall have the authority to deny any leave request which places a significant hardship upon any unit, program or employee of the Division.

Sick Leave

If an employee is off work due to an illness three days or longer, a doctor's excuse will be required before returning to work. Any employee who is unable to work due to an illness must notify his/her supervisor via the main phone line prior to the assigned regular start time each day he/she is absent.

In cases involving absences of greater than three days with doctor's documentation, a supervisor may waive the necessity of the employee calling each day of the absence.

A doctor's authorization to return to work shall be required after any illness or injury which places a limitation on an employee's ability to perform a function of their job.

Annual Leave & Compensatory Leave

An employee taking compensatory leave must have prior approval from their supervisor.

An employee must have written approval from a supervisor at least 24 hours prior to taking annual leave time unless otherwise approved by a supervisor.

A request for more than 16 hours annual or compensatory leave requires 14 calendar days advance notice unless otherwise approved by a supervisor.

POLICIES AND PROCEDURES



A request for more than 40 hours annual or compensatory leave requires 30 calendar days of advance notice unless otherwise approved by a supervisor.

Investigators requesting leave time shall follow the procedures outlined in Sections 505.20 through 505.35 in the Investigation's Procedures Manual.

Unless approved by the State Fire Marshal, annual leave or compensatory time will not be granted for more than 80 hours at a time.

Tardiness

Repetitive tardiness will not be tolerated. Employees are expected to arrive at work on time and be available at their workstations at the beginning of their assigned shift.

Employees shall notify their supervisor if he/she is going to be late. This is to be accomplished by calling the main phone line.

Appropriate leave time must be then taken to offset any time lost due to tardiness. Time lost to tardiness may be made up within the same work week, if the made up time is approved by the supervisor.

If the employee is tardy three times within a calendar year without supervisor notification and approval, he or she will receive a verbal warning. A fourth tardy will result in a written warning to be placed in the employee's personnel file.

Any subsequent tardiness will result in additional disciplinary action to be taken. It will be the supervisor's responsibility to record instances of employee tardiness.

It is the policy of the Division of Fire Safety to abide by rules set forth by the Personnel Advisory Board Rules and Regulations provided for in Section 36.350 RSMo. of the State Personnel Law.

All policies that pertain to work hours, holidays and leaves of absence (annual, sick, military, etc.) shall be in conformance with these Rules and Regulations:

- 1 CSR 20-5.010 Hours of Work and Holidays
 - (1) Hours of Work and Attendance
 - (2) Holidays
- 1 CSR 20-5.015 Definition of Terms
 - (1) Definition of Terms for Leaves of Absence
 - (2) Definition of State Service Time for Purposes of Leaves of Absence
 - (3) Eligible Employees for Purposes of Leaves of Absence





- 1 CSR 20-5.020 Leaves of Absence
 - (1) Annual Leave or Vacation with Pay
 - (2) Sick Leave
 - (3) Overtime or Compensatory Leave
 - (4) Military Leave
 - (5) Disaster Relief Leave
 - (6) Governing Leaves of Absence without Pay
 - (7) Time Off With Compensation
 - (a) Court appearances
 - (b) Participation in promotional examinations
 - (c) Attendance at professional conferences and/or meetings
 - (d) In-service training
 - (e) Bereavement
 - (f) At discretion of appointing authority





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04/01/1998	202.05	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
07/14/2006	1 of 1	
Policy Title:	Flex Time	

Flex time may be approved or dismissed at any time based upon the evaluation of the employee's immediate supervisor.





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04/01/1998	202.10	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
07/14/2006	1 of 2	OA SP-9
Policy Title: Inclement Weather – Hazardous Travel Policy		

Due to the importance of services provided by state government, state operations need to remain open even in extreme cases of inclement weather or resulting road and traffic conditions. In cases of extreme inclement weather the Governor will implement the Hazardous Travel Policy.

The Hazardous Travel Policy will permit the use of an employee's leave for those individuals who choose to stay home or leave work early during times of inclement weather. Employees who are designated to provide critical services will be expected to report to work. Employees performing critical services will be so designated by the unit supervisor.

In determining when to implement the policy, the Governor, after consulting with the Missouri State Highway Patrol, will consider forecast weather conditions, current and anticipated road conditions, public transportations, actions by other major employers in the affected area and location of remote state operations. The geographic areas affected will be identified when implementing this policy and apply only to those areas. Department directors that have operations in remote parts of the state will be delegated the authority to implement this policy in those areas.

- A. Absences when Governor has implemented the Hazardous Travel Policy
 - 1. Employees who are delayed or prevented from reporting to work due to inclement weather or who wish to leave work early due to worsening weather or road conditions may account for the absence by one of the following methods with the approval of their supervisor:
 - a. Charged to an employee's accumulated compensatory time.
 - b. Charged to an employee's accumulated annual leave.
 - c. Made up by adjusting work schedule for that week, only if the employee does not have accumulated compensatory time or annual leave as outlined above. Due to the nature of an individual employee's duties and scheduling limitations, make-up work may not be an available alternative.





- d. Charged to leave without pay only if the employee has insufficient accumulated compensatory time and/or annual leave and the work schedule can not be adjusted for the absence to be made up.
- B. Communication Decisions Regarding Hazardous Travel Policy
 - 1. The implementation of the Hazardous Travel Policy due to inclement weather will be announced through local radio or television news, or through the Division's normal communication procedures.





Date Issued:	Policy:	Authorized by:
04/01/1998	202.15	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
07/14/2006	1 of 2	
Policy Title: Employee Assistance Program		

The State of Missouri, through Missouri Consolidated Health Care Plan, has made available the Employee Assistance Program (EAP). The EAP can help Missouri state employees with stress, financial pressures, emotional, marital or family problems, drug and alcohol problems, depression, and education questions. In addition, the EAP can be used to help prevent minor difficulties from developing into major problems.

Members of the employee's immediate household may also use the EAP program. This service is provided through Missouri Consolidated Health Care Plan at no cost to the employee or members of the employee's family. The program is administered in strict confidence. No information is released to family, supervisor or employer without the employee's permission.

The Employee Assistance Program direct line is 1-800-808-2261, 24 hours a day, 7 days a week. Employees will speak to a licensed mental health professional about specific needs.

The employee will be referred to a local provider of services.

Emergency calls will be answered within seconds.

Supervisor-Recommended Referral

If it appears that an employee is experiencing personal problems that are beginning to impair performance, then the supervisor may suggest the employee seek guidance and support from EAP in resolving the problems. In these situations, the employee may voluntarily discuss the situation with their supervisor.

However, no additional information will be released to the supervisor without the employee's signed consent.

Directed/Mandatory Supervisory Referral

If declining job performance is observed and documented, then a supervisor may choose to take disciplinary action. A supervisory referral to the EAP is a viable alternative in dealing with such a situation. It will be expected that the employee will gain control over personal problems in a reasonable amount of time and an acceptable level of job performance will be achieved.





Implementation of this policy does not affect customary administrative responsibilities or agreements applicable to job performance requirements and established work rules. Participation in the EAP does not remove the employee from the responsibility to meet job performance requirements.





Date Issued:	Policy:	Authorized by:
04/01/1998	202.20	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
07/14/2006	1 of 2	
Policy Title: Highway Patrol and Ike Skelton Facilities		

The Missouri State Highway Patrol (MSHP) Academy, cafeteria, and gymnasium facilities are usually available for use by all Department of Public Safety employees.

Official functions will take priority in use of Academy facilities and may cause facilities to be unavailable for use by Department of Public Safety employees without regard to the provision of this policy. Department of Public Safety employees will be asked to display identification.

All use of Academy facilities is subject to the following guidelines:

Cafeteria

The Academy Cafeteria serves breakfast, lunch and dinner. Full meals including a salad bar or an individual salad bar may be selected at a reasonable price.

Hours:

Breakfast, 6:45am to 7:30am, Monday through Friday Lunch, 11:45am to 12:30pm, Monday through Friday Dinner, 5:45pm to 6:30pm, Monday through Friday

If five or more persons from any agency other than the Highway Patrol will be eating a meal at the Academy cafeteria, the Academy requires three hours notice prior to the meal as to the number of persons to expect.

Physical Training Facilities

Physical training facilities at the Academy are normally available to individual Department of Public Safety employees between 5:00pm and 8:00pm, Monday through Thursday. All employees using the facility are required to sign in and out on a facility log maintained in the lobby of the gymnasium. Academy rules and regulations governing use of the facilities are maintained near the log. All Department of Public Safety employees using the facility will abide by applicable rules and regulations of the training facility.

Employees wanting to use the Academy training facility as a group, e.g., basketball team, are encouraged to first verify by telephone that the facilities can accommodate the group.

Telephone Inquiries

All inquiries regarding Academy facilities, equipment and services should be made by calling 526-6174.

POLICIES AND PROCEDURES



Ike Skelton Training Site

The Ike Skelton Training Site meeting rooms, auditoriums, conference rooms, and cafeteria are available for use by all Department of Public Safety employees. Official functions will take priority in the use of these facilities and may cause the facilities to be unavailable for use by D.P.S. employees without regard to the provisions of this policy. Department employees will be asked to display identification. All use of the Ike Skelton Training Site facilities is subject to the following guidelines:

Cafeteria

The Ike Skelton Training Site cafeteria serves breakfast and lunch. Full meals including a salad bar, individual salad bar, various sandwiches, and desserts may be selected at a reasonable price.

Hours:

Breakfast, 6:30am to 9:00am, Monday through Friday Lunch, 11:00am to 1:00pm, Monday through Friday

If five or more persons from any agency other than the Office of the Adjutant General will be eating a meal at the Training Site cafeteria, the cafeteria requires a one (1) day notice prior to the meal as to the number of persons to expect. The telephone number for the cafeteria is 526-9306.

Meeting Rooms, Conference Rooms, Auditorium

These facilities are normally available to the Department of Public Safety employees between the hours of 8:00am to 5:00pm daily. To schedule the use of these facilities, employees are asked to contact the following:

Meeting Rooms - Military Education Facility: 526-9080

Meeting Rooms - ISTS Armory: 526-9565

Auditorium: 526-9617

Telephone Inquiries

All inquiries regarding the use of the Ike Skelton Training Site, facilities, equipment, and services should be made by calling 526-9565.





Date Issued:	Policy:	Authorized by:
04/01/1998	202.25	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
01/04/2007	1 of 5	
Policy Title: Share Leave Program		

Purpose: The purpose of the Share Leave program is to provide additional paid leave to employees who have exhausted all of their accrued leave time due to a personal catastrophic illness or injury. This program does not constitute a contract and may be changed at the discretion of the State Fire Marshal as necessary.

Policy: Employees may donate annual leave to a share leave pool to be used by fellow Division employees who suffer an illness or injury which is life threatening, catastrophic, or resulting in a potentially permanent disability. Employees may also receive share leave in the event their spouse or child experiences such illness or injury.

(Note: This policy encompasses serious conditions that require inpatient, hospice, or resident health care (e.g., cancer, major surgery, serious accident, heart attack). Minor, non-chronic conditions of short duration generally will not be covered (e.g., sprains, infections, back problems, broken limb).

Donation of Time

Donations are made to an established Division wide "pool of hours", rather than hours donated to a designated employee. Any employee who is not in a temporary or original probationary status may contribute to the pool, providing the following conditions are met:

- A. Only vacation, federal compensatory, state compensatory and holiday compensatory time may be contributed. Only one-hour increments are accepted.
- B. An employee must maintain at least 80 hours of annual leave in his/her annual leave balance before being eligible to donate time to the share leave pool.
- C. Contributions may not be designated for a specific Division employee.
- D. Employees may make one-time donations of vacation or compensatory time. Employees may also designate that vacation or compensatory hours over the maximum accrual be donated to share leave in October of each year.
- E. Donations may be made by completing the donation form. Donation forms must be received in the personnel office by the 1st of the month to be eligible for that month's pool.
- F. Donations to the pool may be stopped at any time. The employee must notify the personnel office in writing or complete the "Cancellation of Share Leave Donation" form.
- G. Contributions will not be returned to the employee, unless the employee becomes a candidate to receive benefits from the Share Leave pool.

POLICIES AND PROCEDURES



Eligibility to Receive Leave from Share Leave Pool

Any Division employee who is not in a temporary or original probationary status may be considered eligible to receive Share Leave. The following conditions must be met:

- A. The employee (or employee's spouse or child) must have experienced a personal illness or injury which is life threatening, catastrophic, or resulting in a potentially permanent disability and which requires the absence of the employee from full time employment.
- B. The injury or illness does not have to be job-related.
- C. The employee must have exhausted all of his/her accrued leave time (sick leave, vacation, and compensatory time) before being eligible to withdraw from the pool.
- D. All worker's compensation indemnity payments (if applicable) must be exhausted to be eligible to withdraw from the pool.
- E. The employee can not receive Share Leave benefits while eligible to receive long term disability benefits.
- F. The employee with the illness or injury is not required to have previously contributed to the pool before applying for time from the Share Leave pool.
- G. Absences due to the illness or injury may be either continuous and extended or recurring and episodic.

Application to Receive Donation from Share Leave Pool

An employee (or a designated representative) may request leave from the pool by submitting a "Share Leave Application" to the State Fire Marshal. A physician's statement describing the illness or injury must accompany the request. The statement must be on the physician's letterhead and must include the applicant's diagnosis, prognosis, type of treatment, and anticipated time off from work. The statement must be legible and must be signed by the physician.

An employee wishing to apply for receipt of Share Leave hours should apply for Share Leave, when possible, prior to all time being exhausted (See "Eligibility to Receive Leave from Share Leave Pool"). This allows time to review the application.

Awarding Benefits

The State Fire Marshal shall appoint a three person Share Leave Committee to evaluate requests for Share Leave.

Responsibilities of the Committee

A. Review application requests for Share Leave on a month-by-month basis and ensure that requesting employees meet the eligibility requirements for receiving benefits.

POLICIES AND PROCEDURES



- B. Recommend approval or denial of requests to State Fire Marshal. Approvals or denials will be based on eligibility requirements. The committee may ask for additional medical information for reconsideration of a request.
- C. Monitor the Share Leave pool balance and determine the amount of Share Leave that eligible employees may receive. Each recipient will receive a proportionate share of leave each month.
- D. Issue interpretations and clarifying information regarding Share Leave.
- E. Recommend policy and procedure changes for Share Leave.

The maximum amount of share leave an employee may receive is four months in any 36 month period per qualifying illness or injury.

Granted leave will be converted to a monetary amount based on the recipient's monthly salary.

Payments for Share Leave received will be made on the most current (twice a month) pay cycle for the month which it is approved. The recipient of leave from the pool is not required to pay back any leave received.

The recipient of share leave may accrue vacation, sick leave, or holiday credits while using donated leave. However, the employee's time must be used before any share leave is credited (See "Eligibility to Receive from Share Leave").

The State Fire Marshal will have final approval or disapproval of requests.

All applicant information is of the strictest confidence, and shall not be discussed with anyone other than the members of the committee or the State Fire Marshal.

A violation of this provision may result in severe disciplinary action resulting in suspension with or without pay as so determined by the State Fire Marshal and/or termination of employment.

Prohibition of Coercion

An employee may not intimidate, threaten, or coerce any other employee with respect to donating or receiving donated benefits under this program. All donations for Share Leave will be voluntary. Leave records are maintained in a confidential manner; therefore, individual receipt and donations of Share Leave will not be disclosed to persons without a need to know.

POLICIES AND PROCEDURES



Share Leave Pool Donation / Cancellation

I have completed an initial six (6) months of employment with the Division. I understand that I am required to have and maintain a minimum of 80 hours of annual leave in my own balance before I am eligible to donate annual leave to the share leave pool.

Employee Name:	SS#:	
A. I meet the above listed requiannual leave hours	rements and I would like to make a one-time donations to the Share Leave pool.	on of
Signature:	Date:	
hours above my maximum a	uirements and I would like to donate all annual I annual leave accrual amount. This will be based or um amount October 31st of each year.	
Signature:	Date:	
hours which is to be taken (ALSHD), federal compen	and would like to make a one time donation of out of the following leave bank: annual share leastory time (FCSHD), holiday compensatory ensatory time (SCSHD) to the Share Leave pool for	eave time
Signature:	Date:	
Cancellation of Share Leave D	Oonation	
	make any additional donations at a later time, I ated portion of the donation form.	must
Employee Signature:	Date	_
Effective Date of Cancellation: _		
Personnel Officer Signature:	Date:	_





Application for Share Leave

Employee Name:
Social Security No.:
Eligibility receipt requirements : The employee, employee's spouse or children, must have experienced a personal illness or injury which is life threatening, catastrophic, or resulting in a potentially permanent disability. (See policy for additional requirements.)
Reason for requesting Share Leave : Attach information about the nature of the applicant's illness/injury and anticipated time off from work. A physician's statement must be attached (see policy).
Are you requesting, applying for, or currently receiving:
Long Term Disability? Yes No
Worker's Compensation? Yes No
Date annual leave, sick leave, holiday time and comp time will be exhausted:
Hours of Share Leave requested:
Number of Months requesting Share Leave:
Absences are/will be: continuous intermittent (attach schedule)
Employee/Employee's Representative's Signature Date





Date Issued:	Policy:	Authorized by:
04/01/1998	202.26	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
01/04/2007	1 of 4	
Policy Title: Alternate / Modified Duty Assignments		

Purpose: To establish a policy and procedure for alternate/modified duty assignments.

Policy: To use alternate/modified duty assignments in accordance with organizational needs.

Definitions:

- 1. Alternate Duty Assignment: A temporary assignment of an employee to a different position due to a specific physical or psychological condition.
- 2. Modified Duty Assignment: A temporary modification or adjustment of an employee's duties due to a specific physical or psychological condition.

ALTERNATE/MODIFIED DUTY CONCEPT

A. Overview

- 1. While the Division of Fire Safety is under no obligation to grant alternate/modified duty assignments, attempts will be made to do so when in the best interest of the Division and the affected employee.
- 2. Alternate or modified duty assignments may be provided to an eligible employee with a temporary physical or psychological condition which limits the employee from performing all or a portion of their regularly assigned duties.
- 3. Alternate/modified duty assignments will usually be for no longer than six months and will be granted only for temporary conditions.
- 4. When the alternate/modified duty results in an employee working outside their assigned position or unit, supervisory staff within those units shall delineate oversight of the duties being performed by the employee while on alternate/modified duty.

B. Eligibility

Full-time employees who have successfully completed the initial probationary period and are not the subject of an ongoing internal investigation, or pending disciplinary action or transfer, may be eligible for an alternate/modified duty assignment for one or more of the following reasons:

POLICIES AND PROCEDURES



- 1. Recovery from or treatment of illnesses or injuries.
- 2. Pregnancy
- 3. Other temporary physical or psychological conditions limiting employees from performing all or a portion of their regularly assigned duties.

II. REQUESTS FOR ALTERNATE/MODIFIED DUTY

An eligible employee may request an alternate/modified duty assignment by submitting a request in writing to their supervisor. The request will specify the temporary physical or psychological condition which limits the employee from performing regularly assigned duties.

Each request will be accompanied by a "Fitness for Duty" form, from the employee's physician attesting to the described physical or psychological condition.

An employee request for a modified duty assignment must include:

- A. The specific modifications necessary based on the employee's current job description.
- B. The projected duration of the modified assignment and anticipated date of return to full duty.
- C. A schedule for follow-up appointments with an appropriate health care professional who will assess and report the employee's progress toward return to full duty.

Timing of the Requests

A request for alternate/modified duty assignment will be submitted as soon as an employee is aware of the need for such assignment.

Duration of Assignment

Beginning and ending dates of alternate/modified duty assignments will be based on organizational needs, reports from the employee, documentation from the employee's physician, and any other available information.

III. PREGNANCY OF THE EMPLOYEE

A. Notification Requirement

1. Upon confirmation of pregnancy, an employee assigned to field inspections or investigations will notify the employee's immediate supervisor. Written notification will include the estimated delivery date and the name of the employee's physician.

POLICIES AND PROCEDURES



- 2. An employee not assigned to a field unit should inform the employee's immediate supervisor of the pregnancy when advised to do so by a physician or anytime when the pregnancy may affect the employee's ability to perform regularly assigned duties.
- 3. Upon being informed of an employee's pregnancy, the employee's immediate supervisor will notify the State Fire Marshal. Confidentiality will be maintained unless the employee specifies otherwise.
- B. Working in Regular Assignment
- 1. A field employee may, with the written approval of a physician who has reviewed the employee's job description, continue to perform regularly assigned duties. An employee who continues to work in a "field" role will submit a "Fitness for Duty" form from an attending physician each month attesting to the employee's fitness for duty.
- 2. An employee other than field personnel may continue to perform their regularly assigned duties.
- 3. Additional restrictions may be imposed depending on the employee's assignment.
- C. Requests for Alternate/Modified Duty

When an employee's physician determines that the employee cannot or should not continue to perform regular duties, the employee may be reassigned to a temporary alternate/modified duty assignment. An employee may also request reassignment from regular duties anytime following pregnancy notification. Requests will be submitted in writing to the immediate supervisor. Requests will be accompanied by a completed "Fitness for Duty" form on which the employee's physician attests to the pregnancy and any special precautions which relate to the employee's duties.

D. Leave

Any leave associated with pregnancy and childbirth will be taken as outlined in the Division's Personnel Polices and Procedures Manual, Policy #200.25, "Federal Human Resource Laws," and Policy #202.01, "Holidays, Working Hours, and Tardiness".

IV. FIELD STAFF PERSONNEL

A. Attire

Field staff personnel assigned to alternate/modified duty will normally wear either a uniform or civilian clothing which presents a professional appearance as outlined in the Division's Personnel Policy & Procedures Handbook, Policy #201.30, "Dress Code".

POLICIES AND PROCEDURES



B. Additional Restrictions

Other restrictions may be imposed based on the employee's specific physical or psychological condition.

V. VEHICLE USAGE

Field staff personnel assigned to alternate/modified duty may operate a Division vehicle only when completing a specific work-related assignment.

VI. RETURN TO REGULAR DUTY

Immediately prior to the end of the designated period of alternate/modified duty or at the time which the employee has recovered, the employee will submit a "Fitness for Duty" form signed by the attending physician attesting that the employee is able to perform regularly assigned duties.

Extended Periods of Alternate/Modified Duty

An employee who may need to remain on alternate/modified duty beyond the normal six-month limit (for other than pregnancy) will, on a monthly basis, submit a letter in writing requesting continuation of the alternate/modified duty and stating the expected date of return to full duty. Each request will be accompanied by a "Fitness for Duty" form on which the attending physician attests to the employee's physical or psychological condition and the expected date of return to regular duty. The State Fire Marshal may direct the employee to undergo a physical or psychological examination conducted at the Division's expense to determine the employee's fitness for regular duty.

Permanent Conditions

When the physical or psychological condition limiting an employee from performing regularly assigned duties is determined by a medical professional to be permanent, procedures governing disability will apply as outlined in the Division's Personnel Policies and Procedures Manual, Policy #202.01, "Holidays, Working Hours, and Tardiness".

Records

All records relating to an employee's medical condition will be retained by the Division's Human Resources Section.

VII. ASSIGNMENTS NOT PERMANENT

Permanent alternate/modified duty assignments will not be created. Assignments made as a result of this order will not be made permanent. This will not prevent an employee from applying for another permanent position within the Division.





Date Issued:	Policy:	Authorized by:
04/01/1998	202.30	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
07/14/2006	1 of 2	
Policy Title:	Fringe Benefits	

The Missouri Division of Fire Safety provides the same fringe benefits which are afforded to all State of Missouri employees. Additional information may be obtained from the personnel/payroll office.

Health care, dental and vision benefits, are administered by Missouri Consolidated Health Care Plan (MCHCP); Basic Life Insurance, Optional Life Insurance, retirement and disability are administered through Missouri State Employees' Retirement System (MOSERS); the State of Missouri Deferred Compensation Program is administered through CitiStreet; and the Cafeteria Plan is administered by a designated banking institution.

Health Care

Missouri State Employees are provided health care benefits through health maintenance organizations and point of service plans. All health care benefits are administered through Missouri Consolidated Health Care Plan. Employees are eligible for health care benefits on the first day of the month following their employment with the Division of Fire Safety.

Dental and Vision

Missouri State Employees are eligible for dental and vision plans. The monthly premiums may be made through a payroll deduction.

Life Insurance

a. Basic (non-contributory)

As a state employee you receive one times your annual salary and basic life insurance (minimum \$15,000.00) at not cost.

b. Optional (contributory)

The State of Missouri provides optional life insurance for state employees for a flat amount, or up to six times the employee's salary. Optional life insurance may also be purchased for the employee's spouse and children. Optional life premiums may be made through payroll deduction.

POLICIES AND PROCEDURES



Retirement and Disability Benefits

The State of Missouri provides both retirement and disability benefits to all full-time permanent employees. The State of Missouri pays for the cost of these benefits; no employee contribution is required. Please contact the personnel/payroll office for eligibility.

Additional Fringe Benefits

State of Missouri Deferred Compensation Plan

The Deferred Compensation Plan enables a Missouri State employee to defer pre-tax dollars to help supplement long term savings and retirement dollars. The Deferred Compensation Plan offers employees a variety of options for saving money. Employees of the state who have been employed for 12 consecutive months immediately preceding the commencement of the state contribution and making continuous deferrals of at least \$25.00 per month or more to the deferred compensation plan are eligible for an additional \$25.00 each month to be contributed by the state.

Cafeteria Plan

State employees may have state-sponsored health, vision and dental premiums, and up to \$5,000.00 each for dependent care expenses and flexible medical benefits deducted (pre-tax dollars) from their monthly payroll.

Worker's Compensation

Worker's Compensation is a type of insurance carried by the State of Missouri to cover jobrelated accidents or injuries. The Missouri Division of Fire Safety abides by all state rules regarding worker's compensation. (see policy number 203.25)

Credit Union

All state employees are entitled to become members and receive full benefits offered by the Mizzou Credit Union. The credit union is conveniently located in Jefferson City and Columbia. Contact the Personnel Analyst for contact information.





Date Issued:	Policy:	Authorized by:
04/01/1998	202.35	Randy L. Cole
Date Revised: 07/14/2006	Page: 1 of 3	DPS/OA Policy Reference: OA-SP1
Policy Title: Educational Assistance		

Subject to the availability of funds, the State Fire Marshal may allow reimbursement to requesting employees for tuition costs of undergraduate and graduate courses.

All educational assistance programs within the Department of Public Safety, whether departmental or divisional, are subject to the following guidelines:

To be eligible to participate in the program, the employee must be employed by the Department of Public Safety/Division of Fire Safety in a position that is deemed to be of a continuing nature. (i.e., Regular full-time employee.)

Graduate, undergraduate, and vocational technical courses must be job related. Course work that is part of a degree program is considered on a course by course basis.

Reimbursement is considered based upon the justification provided that explains how the course is job related. Reimbursement is not considered based upon the course simply being a part of a job related degree program.

Undergraduate courses completed with a grade of "A" are reimbursed 100%, grade of "B" are reimbursed 75%, and a grade of "C" or "Pass" are reimbursed at 50% of the tuition fees paid or the maximum allowed tuition reimbursement rate, whichever is less.

Graduate courses completed with a grade of "A" are reimbursed 100%, grade of "B" or "Pass" are reimbursed at 75% of the tuition fees paid, or the maximum allowed reimbursement rate, whichever is less.

The maximum reimbursement rate is limited to the highest prevailing per credit hour charged by a Missouri state college or university. As this rate is subject to fluctuation, a current tuition/fee schedule by school is developed each year, which can be obtained by contacting the Coordinating Board for Higher Education.

Employees will inform the Division of scholarships, grants, or other financial aid which reduces the amount of tuition and such amounts will be subtracted before reimbursement is calculated.

The maximum reimbursement per employee each fiscal year is 15 semester credit hours or equivalent.

POLICIES AND PROCEDURES



Employees may not use administrative leave with pay to participate in any part of their course work. The employee's supervisor may establish other mechanisms (annual leave, compensatory leave, flexible work schedule, leave without pay) to facilitate an employee's participation in their course work.

No reimbursement shall be provided for employees who have ceased employment with the Department of Public Safety/Division of Fire Safety.

Any employee receiving educational assistance through this program who voluntarily leaves the employment of the Department/Division within six months following the completion of any course shall reimburse the Department/Division for the full amount of assistance received for the twelve months prior to termination of the employee.

Employees eligible to participate in the departmental educational assistance program must complete and submit an "Educational Reimbursement Request" form for each course that they are requesting assistance according to the procedure established within their respective division no more than 60 days prior to the commencement of the course.

Divisions participating in the departmental program will review the employees "Educational Reimbursement Request" form, determine the employee's eligibility to participate in the program, and determine if the course is job related. Upon completion of the division's review, the division will complete the "Divisional Review Section" of the request and forward it to the Director's Office Personnel Administrator, who in turn will forward the "Educational Reimbursement Request" form to the DPS Deputy Director for review and consideration. The Deputy Director will review the request and will return the original "Educational Reimbursement Request" form to the employee indicating the approval/disapproval of the request, and if applicable, the maximum amount authorized for reimbursement. The Office of the Director will maintain a copy of the employee's request in their records, as well as forward a copy to the State Fire Marshal.

If the Deputy Director disapproves the employee's "Educational Reimbursement Request" form, the employee may submit a written appeal, along with the original disapproved "Educational Reimbursement Request" form to the Department Director within seven calendar days from the date that the request was disapproved. Upon receipt of the employee's appeal, the Department Director will review the information, and return the original "Educational Reimbursement Request" form to the employee indicating the authorization/denial of the appeal, and if applicable, the maximum amount authorized for reimbursement. The Office of the Director will maintain a copy of the employee's request in their records, as well as forward a copy to the State Fire Marshal.

If the "Educational Reimbursement Request" form has been approved by the Deputy Director or authorized by the Department Director, the employee must inform the Director's Office Personnel Administrator when the following occurs:

1. Employee withdraws from the approved course or the course has been canceled.

POLICIES AND PROCEDURES



- 2. Employee terminates employment prior to completion of the course.
- 3. Employee receives scholarships, grants, or other financial aid that was not indicated on the approved/authorized "Educational Reimbursement Request" form.

Within 60 days upon completion of the course, the employee approved/authorized for educational assistance must submit the following documents to the Director's Office Personnel Administrator in order to receive reimbursement:

- 1. Original approved/authorized "Educational Reimbursement Request" form.
- 2. Evidence (certified transcript, official grade slip, or notarized statement from registrar) of completion of the course.
- 3. The original receipt showing payment of the course tuition.
- 4. A "Monthly Expense Account" form requesting the reimbursement.





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04/01/1998	202.40	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
01/04/2007	1 of 2	OA SP-2
Policy Title: Reimbursement of Licenses, Certifications and Organizational Dues		

The Division may reimburse or directly pay for licenses, certifications, membership to professional organizations and agency memberships as set forth below:

1. Individual License or Certification Fees

The Division may reimburse employees or directly pay for the application, and/or annual renewal fees for licenses or certifications possessed by employees, so long as the license or certificate possessed by the employee is a condition of employment.

The Division will determine whether the particular license or certification provides a meaningful benefit to our mission. Each license or certificate requested will be reviewed and approved/disapproved based on these criteria.

The Division may establish a limit on the number of licenses or certifications for which an employee can be reimbursed.

Driver's licenses are excluded.

2. Individual Professional Association Dues

Being a member of a professional organization, while not a condition of employment, may provide a meaningful benefit to the Division by furthering professional development. Therefore, the Division may reimburse employees or directly pay for individual memberships to professional organizations for employees provided that:

The employee is, or will be, a member in good standing of the association and the employee can demonstrate that the membership will result in direct and tangible benefits to the mission of the Department.

The Division may establish a limit on the number of organizations for which an employee can be reimbursed for professional dues.

Employees should not consider membership in any association as mandatory but should be at the employee's request having satisfied the above conditions.

Memberships for a recognized employee bargaining unit are excluded.

POLICIES AND PROCEDURES



3. Agency Membership or Dues in Civic, Industrial or Other Organizations

The Director of Public Safety may authorize the Division to participate as a member in a civic, industrial or other organization provided the membership will provide direct or indirect benefits to the mission of the Department.

The State Fire Marshal, or designated representative, will assign individuals to represent the Division, as requested by the organization, and to receive membership benefits.

4. Approval

Reimbursement or direct payment of any fees, dues or certifications shall be approved only when sufficient funds are available.

Reimbursements or payments made under this policy are not guaranteed and shall not be considered a property right of an employee.





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08/08/2006	202.50	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
01/04/2007	1 of 2	
Policy Title: Professional Development / National Board /QEI / NAARSO certifications		

The Division recognizes that well-trained employees are the base of an efficient and effective workplace.

Basic Training Courses

As funding allows, the Division will provide employees with training to enhance the basic skill sets necessary to perform their duties. This training may include courses offered in the basic operation of software, computer and office skills as well as management operations.

Requests of training that would fall into these categories should be submitted to an immediate supervisor on a "Request for Training" form. These requests should be made at least 30 days before the first class date, if possible.

The supervisor shall make a determination concerning the benefit gained by the Division and employee as a result of attendance in any course.

Advanced Level Courses

Advanced level courses may also be requested by employees. Any course deemed by a supervisor to be of an advanced nature may require the employee to enter into a work agreement with the Division in exchange for the training.

This agreement shall set a minimum amount of time the employee must continue to work for the Division after completion of the coursework. For most advanced courses, this time will be set at six months.

Any employee terminating employment with the Division during the agreed upon term will be responsible to reimburse the Division for the cost of the training.

Boiler National Board, QEI and NAARSO Certifications

When necessary and as related to a job function, the Division may provide for employees to attend coursework and testing necessary to obtain certifications from the National Board of Boiler and Pressure Vessel Inspectors, the Qualification for Elevator Inspectors (QEI) or the National Association of Amusement Ride Safety Officials (NAARSO).

POLICIES AND PROCEDURES



Due to the costs associated with these levels of training, the Division will require any employee seeking such certification(s) to enter into an agreement with the Division to continue employment for a period of two years after certification is obtained.

Any employee terminating employment with the Division during this two year period will be responsible to reimburse the Division for the costs associated with the training and certification.

The State Fire Marshal may identify other training or certifications to which this two year employment agreement may apply.

Nothing in any training agreement or this policy may be construed as a guarantee of continued employment with the Division or shall affect the ability of the State Fire Marshal to terminate the employment of any Division employee.





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04/01/1998	203.05	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
08/22/2006	1 of 1	
Policy Title: Personnel Records		

Personnel records will be maintained containing information on each Division employee to meet state and federal legal requirements and to assure efficient personnel administration.

Access to personnel files is restricted to the employee, personnel office, and supervisors on a need-to-know basis.

Change of address, telephone number, and/or family status must be reported by the employee to the personnel office. Change of personnel information may affect the employee's state benefits.

Requests for information from other departments and inquiries from outside the Division regarding information from employee files (verification of current or past employment, dates of employment, etc.) will be directed to the personnel office.

Any organizations requesting information for financial or employment reasons must submit an employee-signed authorization to the personnel office. Without an employee-signed authorization to release information, the personnel office will provide only the name of the employee, dates of employment and job title.

Requests for reference should be directed to the unit supervisor or the person listed as a reference by the individual.





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Date Revised:	Page:	DPS/OA Policy Reference:
11/15/2006	1 of 2	
Policy Title: Performance Appraisals		

The Missouri Division of Fire Safety shall use the Standardized Performance Planning and Appraisal System as established in accordance with Section 36.510.1(5) RSMo for evaluating the job performance of Division employees. This system is designed to assist supervisors and employees in setting productive goals related to the quality and quantity of the job performance.

It is the policy of the Division of Fire Safety to have all supervisors complete a formal training course approved by the Office of Administration, Division of Personnel, on how to implement, maintain, and administer the Employee Performance Planning and Appraisal System.

Employees' overall performance ratings may be used as a factor in determining personnel decisions such as: identifying developmental needs/opportunities for employees; identifying employees for promotions; eligibility for salary advancements; potential disciplinary action; and order of layoff and/or reinstatement from layoff.

Appraisal Periods

Full-time employees are evaluated by their supervisor on an annual basis. Probationary employees will be evaluated after the initial three (3) months of employment, again at the end of their six (6) month probationary period and then annually thereafter.

Based upon these evaluations, the probationary status of any employee may be extended for an additional three (3) months. This extension of probationary status may require additional performance appraisals be conducted before the probationary status is completed.

Appraisal Process

The supervisor's appraisal of an employee shall first be presented to the next appropriate level of manager for review and approval. Once approved, it will be presented to the employee being evaluated for signature and discussion.

Employees will have an opportunity to dispute the accuracy of the appraisal. If an appraisal is overturned, the overturned appraisal will replace the original appraisal. Disputed appraisals which are not overturned will be considered final.

POLICIES AND PROCEDURES



At the time of the employee's appraisal, the supervisor shall present the employee with the performance objective plan and performance expectations to be used in the next evaluation period.

Observation Reports

Additionally, new personnel or current personnel transferring within the Division may be evaluated on a weekly basis using the appropriate "Observation Report". This report shall be utilized by a supervisor, an assigned Field Training Officer or any person designated by the unit manager to evaluate the progress of the new employee. The report(s) shall be discussed with the employee and then submitted to the Field Training Officer's immediate supervisor for review.

At the discretion of the unit manager, and with the agreement of the State Fire Marshal, observation reports may be conducted on a biweekly or monthly basis.

Information contained in the observation reports will be used in the three (3) and six (6) month performance evaluations.

Closeout of Assigned Appraisals

If any supervisor responsible for conducting performance appraisals separates service from the Division, it shall be the responsibility of that employee to perform and closeout any assigned performance appraisals prior to their departure.





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04/01/1998	203.15	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
08/22/2006	1 of 1	
Policy Title: Separation from service		

Layoff

The State of Missouri, as well as the Division of Fire Safety, may lay off an employee(s), by reason of shortage of work or funds, the abolition of the position or other material change in the duties of the organization, or for other related reasons which are outside the employee's control and which do not reflect the prior performance of the employee(s). The duties performed by the employee(s) who has been laid off may be reassigned to other employees already working who may hold similar positions. No temporary separation of an employee(s) from a position as a penalty or disciplinary action shall be considered a layoff.

Furlough

The shutdown of the Federal Government or other governmental emergency may require the State of Missouri to furlough state employees to avoid a permanent layoff. The duties performed by the employee(s) who has been furloughed may be reassigned to other employees already working who may hold similar positions. No temporary separation of an employee(s) from a position as a penalty or disciplinary action shall be considered a furlough.

Resignation

To resign in good standing from the Missouri Division of Fire Safety, an employee must give at least 14 calendar days notice. The employee must submit a written resignation to the State Fire Marshal with a copy of the written resignation going to the employee's supervisor. The 14 calendar days notice becomes effective the date of the written resignation. The State Fire Marshal may agree to permit a shorter period of notice.

Probationary Employee Termination

Employees may be removed from employment by the State Fire Marshal, or a designated appointed authority, at any time during the employee's initial probationary period.





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04/01/1998	203.20	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
08/22/2006	1 of 11	
Policy Title: Grievance, Discipline and Appeals		

Grievances

An employee of the Division of Fire Safety has the right to protest, on their own behalf, any alleged discrimination related to race, creed, color, sex, ancestry, religion, age, physical handicap, national origin, or any other artificial standard, or employment conditions and related matter(s) over which the Division Director has complete or partial jurisdiction. The grievance will first attempt to be resolved at the Division level.

The intent of the Grievance Procedure is to:

- a. resolve the grievance quickly;
- b. settle the disagreement informally at the employee supervisor level;
- c. and, if possible, correct the cause of the grievance to prevent future similar complaints.

Grievances must be presented in writing to the State Fire Marshal and the employee's immediate supervisor within five (5) working days after occurrence of the incident. At any time, the employee may request the assistance of another person in presenting the grievance. The supervisor will investigate the allegation and respond in a written, dated document, to the employee within five (5) working days after the grievance is submitted.

Every effort should be made to resolve the grievance at this level. If resolved, the nature of the grievance and the resolution should be reported by the supervisor, in writing, to the State Fire Marshal.

If the grievance can not be resolved at the supervisory level, and the employee desires to continue the process, the grievance must be submitted by the employee in writing to the State Fire Marshal within five (5) working days of the supervisor's response. Depending upon the circumstances surrounding the situation, the State Fire Marshal shall have two options at this point in the grievance process. The State Fire Marshal may:

1. Summon a Division Board of Inquiry. This board shall be chaired by the Assistant State Fire Marshal and made up of three Division employees, appointed by the State Fire Marshal, who have no immediate interest in the incident. The responsibility of this board is to hear legitimate grievances from any Division employee. The board will make a determination as to whether there is just cause for the grievance and if further action needs to be taken. The board's decision will be given, in writing, to the State Fire Marshal and all other involved parties within ten working days. A copy of this decision will be given to the employee's

POLICIES AND PROCEDURES



supervisor and placed in the employee's personnel file; or,

2. The State Fire Marshal will consult with all involved parties or may designate an employee to act on his behalf. The State Fire Marshal's decision (or designated representative's decision) will be given, in writing, to the employee within ten (10) working days. A copy of this decision will be furnished to the employee's supervisor, and a copy will be placed in the employee's personnel file.

To every extent possible, grievances should be resolved at the Division level. However, upon the request of the State Fire Marshal, the Department of Public Safety, Office of the Director may provide assistance in resolving the grievance within the Division. Also, upon the request of a Division employee who has exhausted the grievance procedure within the Division and is still not satisfied with the resolution at the Division level, or who believes the State Fire Marshal or Assistant State Fire Marshal is personally involved in the grievance issue, the Department of Public Safety, Office of the Director may provide assistance in resolving the grievance.

The employee may submit a written grievance to the Department Director within five working days of receiving the final resolution to the grievance at the Division level. The Department Director, or designated representative(s), will meet with the employee to discuss the grievance and will make any further investigation. The Department Director will respond to the employee regarding the outcome of the grievance within ten working days of the meeting. The decision of the Department Director shall be final.

Disciplinary Policy and Procedures

The Missouri Division of Fire Safety will follow the disciplinary procedures as outlined below:

- 1. Verbal Reprimand Includes an infraction of the policies and/or procedures set forth by the Division that warrant issuing a verbal reprimand. A written summary of the violation(s) must be given to the employee and a copy must be placed in the employee's personnel file. The summary must include facts relating to the violation and any disciplinary procedures taken by the employee's supervisor or the State Fire Marshal.
- 2. Written Reprimand Any repeat of the charge warranted by the verbal reprimand within one (1) year from the date of the violation shall be in the form of a written reprimand. The need for taking disciplinary action a second time within a 12 month period shall warrant a written reprimand. A written summary of the second violation(s) must be given to the employee and placed in the employee's personnel file. The summary must include facts relating to the violation and any disciplinary procedures taken by the employee's supervisor or the State Fire Marshal.
- 3. Suspension with Loss of Pay An employee shall be suspended without pay for a

POLICIES AND PROCEDURES



period of time recommended by the employee's supervisor, and approved by the Division Director, in the event of taking disciplinary action for a third time on repeated violation(s) within the same 12 month period. A written summary of the third violation(s) must be given to the employee and placed in the employee's personnel file. The summary must include facts relating to the violation(s), the effective date of the suspension, and any additional disciplinary procedures taken by the employee's supervisor or the State Fire Marshal.

4. Termination - An employee shall be terminated from the Division of Fire Safety for repeating the violation(s) for a fourth time within the 12 month period from the date of the verbal reprimand. A written summary of the violation(s) must be given to the employee and placed in the employee's personnel file. The summary must include facts relating to the violation(s) and state the termination date.

The State Fire Marshal shall consider the seriousness of each violation and implement the disciplinary action considered appropriate (e.g.; an employee could be terminated for the first violation based on the seriousness of the violation).

After the employee receives any of the disciplinary actions described above, the supervisor, or State Fire Marshal, if applicable, must counsel the employee before another action can be initiated. The purpose of the counseling session is to inform the employee of the seriousness of the situation and any consequences that may result. A summary of the counseling session will be placed in the employee's personnel file.

Appeal Procedure

All adverse actions taken against any applicable employee will be documented in writing and a copy given to the employee prior to any form of discipline being imposed. In all instances where the proposed action is suspension, demotion, or dismissal, the employee shall be given the opportunity to appeal in writing to the Department Director, as outlined in this policy, prior to the action being imposed.

During this appeal process, and if determined by the appointing authority proposing the action to be in the best interest of the work environment, the employee may be suspended with pay.

The disciplinary and appeal procedures outlined in this policy apply only to disciplinary and incompetency actions against regular employees. There is no right to challenge or appeal valid non-disciplinary actions such as transfers, demotions or terminations made because of manpower, fiscal or organizational reasons, or occurring as a result of reorganization, or to maintain efficiency or credibility of the Department or Division.





DEFINITIONS: For the purpose of these policies and procedures, the following definitions will apply:

- a. "Appointing Authority" An employee of the Department of Public Safety to whom the Department Director has delegated the authority to appoint and fix compensation for employees of the Department of Public Safety. For purposes of this policy, the State Fire Marshal, the Director of the Division of Liquor Control, the Director of the Division of Highway Safety, and the Department Deputy Director are considered to be "Appointing Authorities."
- b. "Board" A committee chosen by the Department Director to hear the employee appeal. It will consist of five members who are employees within the Department and are employees within a Division which is not subject to this policy. The Department Director will designate one member to chair the Board and conduct the appeal hearing. No member of the Board will be from within the same division of the employee requesting the hearing, and no member of the Board will have had any personal involvement in the case to be heard.
- c. "Director" Director of the Missouri Department of Public Safety, or a designee appointed by the Director.
- d. "Division Director/State Fire Marshal" For purposes of this policy, the term "Division Director" or "State Fire Marshal" has the same definition as "Appointing Authority."
- e. "Management Personnel" Any supervisor to whom the employee is accountable.
- f. "Regular Employee" An employee who has successfully completed a predetermined probationary period established by the Appointing Authority.
- g. "Supplemental Report" A report submitted by a person or employee other than the charged employee, which sets forth facts and circumstances relevant to the charges.
- h. "Written Report" or "Report" The written document prepared by or for the Division Director which defines the charges against the employee and the recommended discipline, and which notifies the employee of the charges and the basis for the charges.
- i. "Written Response" or "Response" The written document prepared by the employee who has been charged with a conduct violation resulting in possible action against the employee, which includes the employee's statement of the facts surrounding the conduct, witnesses of the alleged conduct, and any other matters raised by the charges.

POLICIES AND PROCEDURES



CAUSES FOR SUSPENSION, DEMOTION, AND DISMISSAL: The following are declared to be causes for suspension, demotion or dismissal of any employee depending upon the seriousness of the cause; however, such actions may be based upon causes other than those herein enumerated, namely, that the employee:

- a. Is incompetent, inadequate, careless or inefficient in the performance of the employee's position (specific instances to be charged), or has failed to meet established minimum standards in the performance of such duties or required certifications not met or maintained:
- b. Has been wantonly careless or negligent in the care of state property for which that employee is responsible;
- c. Has been guilty of abusive or improper treatment to a person in custody, provided the acts committed were not necessarily or lawfully committed in self-defense, to protect the lives of others or to prevent the escape of anyone lawfully in custody;
- d. Has been habitually tardy in reporting for duty or has been absent frequently from duty during the course of regular working hours; or has been absent from duty with out prior or subsequent authorization for such absence;
- e. Has been convicted of a felony or of a misdemeanor involving gross misconduct;
- f. Has been guilty of scandalous, disgraceful, abusive or improper conduct, where such conduct tends to bring the division, department, or state into public disrepute, or has exhibited behavior which adversely affects the employee's job performance and/or the employing agency;
- g. Has submitted a false statement of a material fact or has practiced or attempted to practice any fraud or deception in an employment application or examination or any other official document(s) in an attempt to secure employment and/or other benefits from the division or department;
- h. Has been guilty of insubordination or has failed to respond in a reasonable manner to the lawful orders or instructions of persons with duly delegated authority over the employee;
- i. Has willfully violated the lawful rules, regulations or policies of the agency by which employed after having been made aware of such rules, regulations, and policies;
- j. Has been abusive or physically violent toward other employees while on duty or in the duty area or has willfully exhibited behavior which is disruptive of the working activities of other employees; or,

POLICIES AND PROCEDURES



k. Has been intoxicated or under the influence of a controlled substance while on duty, except as medically prescribed by a licensed physician and where the employee's job performance is not impaired.

PROCEDURES: The Director of the Department of Public Safety will play no role in the initiation or investigation of the conduct of any employee and will not participate in the recommendation or implementation of discipline except as outlined in the appeals procedures set out below.

The authority to investigate and document any conduct and to make recommendations concerning action against any employee of a Division lies with the Division Director, or those designated by the Division Director to hold such authority.

Upon determination by the Division Director that action resulting in suspension, demotion, or dismissal should be taken, the Division Director will make a written report setting out the facts and circumstances and a recommendation of action deemed appropriate.

A copy of the written report thoroughly addressing the issues or allegations and recommendation(s) will then be given to the employee and the recommended disciplinary action will be discussed with the employee. The employee will be advised how and to which member of management to submit an appeal. Notification of the recommended disciplinary action should be acknowledged by the employee's signature on the Notification of Disciplinary Action form as attached.

After being notified of action to be taken, the employee has two options:

- 1. If the employee concurs with the recommended disciplinary action and does not wish to appeal the matter, the employee may sign a waiver of the right to appeal. The right to appeal is forfeited if management personnel does not receive the Application for Appeal within seven (7) calendar days. In either case, the recommended disciplinary action would be imposed as determined by management.
- 2. If the employee wishes to appeal the recommended disciplinary action, the employee shall have seven (7) calendar days from the official date on the Notification of Disciplinary Action form to submit an appeal. Appeals will be submitted using an Application for Appeal form as attached.

Management personnel receiving an appeal will ensure the appeal is properly completed and signed, record the date and time the appeal was received from the employee, and provide the employee with a copy of the document. An employee submitting an appeal shall specifically indicate the basis for the appeal on the Application for Appeal form. Additionally, if the employee has not previously submitted a written response thoroughly addressing the issues and allegations, one must be submitted within ten (10) calendar days from the official date of the Application for Appeal form. Appeal forms and any related reports will be immediately

POLICIES AND PROCEDURES



forwarded through channels via the Division Director to the personnel Administrator of the Department of Public Safety.

Upon receiving all related appeal documents, the Department Director has the following options:

- 1. The Department Director may request additional information from one or both parties or from any witness having relevant facts. Any such request shall be in writing and a copy submitted to both the employee and the Division Director. A copy of any supplemental report or additional information received shall be submitted to both parties.
- 2. If the Department Director feels that the recommended action is not appropriate or is excessive, the Department Director may attempt to resolve the issue through an informal hearing in which the Division Director, the employee, or any material witness may be asked to appear to answer questions of the Department Director. As an employee of the State of Missouri, all employees may be requested to answer questions about, or give a full accounting concerning his or her actions as an employee, or the actions of another employee, either orally, in writing, or both. Failure or refusal to do so upon a proper request can result in disciplinary action.
- 3. If the Department Director concurs with the recommended disciplinary action (of either suspension or demotion), the Director will convey the decision in writing to the employee and will provide a copy to the Division Director. This decision is final and no further right to appeal is provided within the Department of Public Safety.
- 4. At the Department Director's discretion, a Board may be convened as outlined:
 - a. The employee shall receive written notice of the time and place of the hearing and will acknowledge receipt of that notice.
 - b. The Board will convene within 45 calendar days from the date of the Application for Appeal form to determine the facts of the case.
 - c. The procedures for the hearing will substantially follow the requirements for a hearing outlined in Chapter 536 RSMo. Technical rules of evidence will not apply to these hearings. The Board may have the assistance of the counsel appointed by the Department Director to assist the Board. Counsel will not; however, participate in deliberations by the Board.
 - d. At the hearing, the charges and facts will be brought by the Division Director or by counsel appointed by the Division Director.
 - e. After completion of the hearing, the Board will deliberate privately and, with a majority of the members present, will vote upon the charges and facts presented. A member of the Board will present in writing to the Department Director the Board's





findings and recommendations. Dissenting members may file their own findings and recommendations.

- f. The Department Director will review all majority and dissenting findings and recommendations, and all relevant portions of the record of the hearing and will make a final decision. The Department Director may attend the Board hearing.
- g. The employee and Division Director will receive a copy in writing of the Department Director's findings and conclusions. The decision of the Department Director shall be final unless appealed by either party as provided by Chapter 536 RSMo.





Notification of Disciplinary Action

Employee Name:	Date:	
I have read and received a copy of the re	ecommended disciplina	ry action:
Employee Signature		Date
Management Personnel Signature	Official Date	a.m/p.m. Official Time
After a review of the facts and circums the recommended discipline to be taker in the written report dated	n as a result of the issu	
Note: As an employee of the Division of with Division of Fire Safety Administrativ	ve policy 203.20 using ar	n Application for Appeal form.
The completed Application for Appea (date), which is seven		to the Division Director by receipt of this notification.
Employee Waiver of Disciplinary Acti	on	
Understanding my right to appeal the right of appeal and accept the recomme	•	ary action, I hereby waive my
Employee Signature	Date	
Management Personnel Signature	Official Date Of	a.m./p.m. ficial Time





Application for Appeal

to you by Mana within seven (7) Chapter 536 RS	gement Personnel. calendar days of t	Complete this the official date	orm and submit of the Notificatio	isciplinary Action form given it to Management Personnel n of Disciplinary Action form. e of subpoenas, and should
	V.			
Appellant (Employe		Appointing Authori	ty	
Disciplinary Act	ion Being Appealed	d: Demotion Su	spension Dism	issal
1. The specific	basis for this appear	al is:		
Note: The individuoutlined in Chapter		as will be responsit	ole for witness and a	applicable mileage fees as
•	dentify the name of the			b be pertinent to the re of content, where located, and
2. I wish the foll	owing witnesses to	be subpoenaed	d if a hearing is o	granted:
Name A	ddress	Н	ome Phone	Work Phone
				the hearing will be made available ision of the Department of Public

Safety having custody of the requested records has cause not to release the records, the Department Director will

review the arguments of both parties and determine what records or information will be released.

POLICIES AND PROCEDURES



Page 2

rage 2		Application for Appeal	Í	
3. What is to	be proved/disprove	d by the above mentioned	witnesses and/or records?	
4. If applicab	ole, attorney to be no	otified of scheduled hearing	:	
	-			
	the statements givenest is not vexatious of		st of my belief, and that the appe	al
Employee S	ignature		Date	
Telephone N	lumber			
Address				
Managemer	nt Personnel Verific	cation of Receipt of Applic	cation for Appeal	
Signature		Official Date	Official Time	





Date Issued:	Policy:	Authorized by:
04/01/1998	203.25	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
08/22/2006	1 of 1	
Policy Title: Worker's Compensation		

It is the policy of the Division of Fire Safety that all job-related accidents or illnesses must be reported to an employee's supervisor immediately upon occurrence. If an employee's supervisor is not able to be contacted, the incident shall be reported to the State Fire Marshal, Assistant State Fire Marshal, or the Fiscal/Administrative Officer.

Information relating to the accident is completed in the personnel office and forwarded to the State of Missouri Central Accident Reporting Office (C.A.R.O.).

The State's Worker's Compensation law provides medical attention and compensation to employees sustaining injuries arising out of and in the course of employment with the State of Missouri. It is most important that an employee furnish their supervisor with complete, accurate and immediate information about any work-related accident in which the employee is involved.

Upon employment with the Division of Fire Safety, an employee will receive a C.A.R.O. card listing a telephone number to call for authorized medical care (1-800-624-2354) relating only to worker compensation injuries. An employee should carry this card during work hours.





Date Issued:	Policy:	Authorized by:
04/01/2006	203.30	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
08/22/2006	1 of 3	
Policy Title: Information Systems and Telecommunications Services		

The Missouri Division of Fire Safety has established this policy governing the use and security of all computer information resources, including all computer hardware and software. These resources are to be used in the conduction of essential Division business. Personal use is restricted as set forth within this policy.

Employees of the Division of Fire Safety, Jefferson City office, are provided with access to a personal computer with various approved software programs, printer access, an electronic mail system and internet access necessary to conduct their assigned duties. Employees stationed outside the Jefferson City office may be provided with access to a personal computer depending on their position and availability of computer equipment.

Use of any state information technology resource will be audited and monitored. The Division reserves the right to review, audit, intercept, access, and disclose all matters on the Division's network(s), workstations, desktop or laptop computers, server(s), e-mail, and internet systems at any time, with or without user notification.

GUIDELINES

- 1. Employees shall not use any part of the computer system, to create or communicate any messages that are offensive or harassing or disruptive to the work environment (e.g., messages containing sexual implications, racial, ethnic or religious slurs, gender specific derogatory statements or any other offensive comments).
- 2. Employees shall not access websites that contain content that are offensive, harassing or disruptive to the work environment (e.g., content containing sexual implications, racial, ethnic or religious slurs, gender specific derogatory statements or any other offensive comments).
- 3. Employees shall not use personal computers, printers, internal e-mail or internet access provided by the division for private or commercial purposes. This includes, but is not limited to, the initiation or propagation of chain mail and other solicitation for personal gain.
- 4. Under no circumstances shall unauthorized or non-licensed software be installed on stateowned computers, whether locally or on the network. In accordance with terms stated in this policy, periodic audits may be conducted to ensure compliance. In the case of noncompliance, any and all fees, penalties, or fines will be the responsibility of the employee accountable for committing the violation(s).

POLICIES AND PROCEDURES



- 5. Employees may use personal computers, printers, internal e-mail or internet access provided by the Division, on a limited basis for personal business or private social interaction subject to the following limitations:
- a) Personal use should be confined to an employee's scheduled break or lunch period, and must not violate the prohibitions contained in this policy.
- b) Personal use must not interfere with the employee's work duties, or the work duties of other employees.
- c) Personal use of e-mail should be limited in the same manner as telephone calls or visits with co-workers or non-staff on matters not related to work duties. Limited use is acceptable so long as it does not interfere with the employee's job performance, or the efficient operation of the division as determined by the employee's supervisor, manager, or Division Director.
 - d) Personal use of the computer must not cause a degradation of the Division's network.
 - e) The Computer Information Technician will not support personal use of computers.
- 6. Each employee is responsible for all computer/internet use associated with the employee's assigned network User ID. Therefore, employees should not give their computer network password to any individual and must guard against unauthorized access. Employee's who believe their password has been compromised should contact their supervisor and the Computer Network Administrator.
- 7. All electronic documents and other files stored on Division computers, telecommunication devices and storage media are the property of the Division. Employees have no privacy rights with respect to such documents. This includes word processing documents, e-mails, bookmarks, etc., located on a desktop or notebook computer's storage media or an employee's assigned computer network server storage space. No employee has privacy rights with respect to electronic documents and files sent or received through the Division's network server. This holds true regardless of the personal nature of the electronic documents and files. By using state property for viewing or storage of personal files and documents, the employee waives any expectation of privacy in the contents of those files and documents.
- 8. An employee's supervisor, The State Fire Marshal or the Assistant State Fire Marshal may access an employee's computer storage media and assigned computer network server storage space to ascertain compliance with this policy.
- 9. E-mail and internet files located in state owned computers or computer systems are subject to disclosure to law enforcement agencies, government officials, or to other third parties through subpoena or other process without notification to or permission from the employee.

POLICIES AND PROCEDURES



- 10. Violation of this policy may result in disciplinary action in accordance with Personnel Policy 203.20, Grievance/Disciplinary Action. Violation of state and federal laws that result from personal use will be reported to the appropriate law enforcement agency.
- 11. Access to information technology resources will be immediately deactivated when a division employee or other authorized user terminates employment or rights are withdrawn for any other reason. Anyone attempting to access information after termination will be referred to the appropriate law enforcement agency.

Voice Mail

The voice mail system was established so that all units of the Division are accessible at all times to customers and co-workers. The telephone/voice mail systems are to be used only in accordance with Division policies. No abusive or harassing messages will be left on the voice mail of other state employees.

Employees in outlying areas of the state are encouraged to call the Division's toll free number (1-800-877-5688) and to leave a message on voice mail if an office staff person is not available.





Date Issued:	Policy:	Authorized by:
04/01/2006	203.35	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
08/22/2006	1 of 1	
Policy Title:	Visitors and Family Members	

All visitors and family members to the Division of Fire Safety shall be advised to check-in with the receptionist during working hours.

This policy will ensure that all visitors and family members are announced.





Date Issued:	Policy:	Authorized by:
04/01/1998	203.40	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
08/22/2006	1 of 1	
Policy Title: Witness/Jury Duty (non-job related)		

Testifying as a witness or serving on a jury when called is a civic duty and as such is fully recognized and supported by the Division of Fire Safety.

An employee shall be granted time off from duty, with compensation, by the appointing authority:

- a. In compliance with a subpoena to appear in court or before a judge, any legislative committee or any officer, board or body authorized to conduct any hearing or inquiry, or
- b. for jury service,
 - a. except when the employee is a plaintiff or defendant in a cause of action not arising out of employment.

Ref.: CSR 20-5.020, Section 7, pg. 106l





Date Issued:	Policy:	Authorized by:
04/01/1998	203.50	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
01/04/2007	1 of 1	
Policy Title:	Signature Authority	

Unless otherwise specifically established in writing and approved by the Department Director in advance, all state purchasing documents, accounting, and related financial documents are to be sent to the Office of the Director for review and signature prior to forwarding to the appropriate agency.

These documents are to be signed by the State Fire Marshal.

In the event of his/her absence, the Assistant State Fire Marshal or the Fiscal/Administrative Officer will assume this duty.





Date Issued:	Policy:	Authorized by:
04/01/1998	203.55	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
08/24/2006	1 of 6	
Policy Title: Requests of information Sunshine Law		

The Department of Public Safety, Division of Fire Safety will comply with the provisions of Chapter 610, RSMo., commonly referred to as the Sunshine Law, which requires that meetings, records, votes, actions, and deliberations of public governmental bodies be open to the public, unless otherwise provided by law.

OPEN MEETINGS

Each meeting shall be held at a place reasonably accessible to the public, and at a time reasonably convenient to the public. Every reasonable effort shall be made to grant special access to the meeting to accommodate the handicapped or disabled individual(s).

A notice of the meeting must be prominently posted in the office of the body holding the meeting at least 24 hours prior to the meeting. If there is no such office, the notice should be posted at the place of the meeting. The notice must include the time, date, place, a tentative agenda of the meeting, and whether the meeting is open or closed. If exceptional circumstances prevent 24-hour prior notice or prevent the meeting from being held at a convenient time or place reasonably accessible to the public, the reason should be stated in the minutes. A journal or minutes of open meetings shall be taken and retained by the public governmental body. The minutes shall include the date, time, place, members present, members absent, and a record of any vote taken.

When a public governmental body votes to meet in closed session, members are to cite a specific section under the Sunshine Law for taking such action. Only the topic cited for closing the meeting can be discussed during the closed session.

OPEN RECORDS

Public records shall include any record retained by or of any public governmental body including any report, survey, memorandum, or other document or study prepared and presented by a consultant or other professional service paid for in whole or in part by public funds. In conjunction with the public records portion of the Sunshine Law, the following provisions apply:

1. The State Fire Marshal shall appoint a custodian of records for the Division of Fire Safety. In that capacity, the custodian is responsible for the maintenance of records for the Division of Fire Safety. The identity and the location of the individual shall be made available upon request.

POLICIES AND PROCEDURES



- 2. Public access for inspection and copying of records will be given during the normal working hours of the Division of Fire Safety. Those hours will be 8 a.m. to 5 p.m., Monday through Friday, unless otherwise established. No person shall remove the original public records from the Division of Fire Safety without written permission of the designated records custodian.
- 3. Each request for access to a public record shall be acted upon as soon as possible, but in no event later than the end of the third business day following the date the request is received by the Division of Fire Safety's custodian of records.
- 4. If access to the public record is not granted immediately, the custodian shall give a detailed explanation of the cause for further delay and the place and earliest time and date that the record will be available for inspection. This period for document production may exceed three days for reasonable cause.
- 5. If a request for access is denied, the custodian shall provide, upon request, a written statement of the grounds for such denial. Such statement shall cite the specific provision of law under which access is denied and shall be furnished to the requester no later than the end of the third business day following the date that the request for the statement is received.
- 6. The Division of Fire Safety shall charge a fee for providing access to or furnishing copies of public records. Fees shall not exceed the actual cost of document search and duplication. Access time includes all time spent in retrieving files, compiling information, making copies, preparing correspondence, preparing mailings, processing collections, and all other time spent in connection with the request for information.
- 7. Fees charged shall be prorated to 15 minutes and based on the Sunshine Law Fee Structure as follows:

ACCESS TIME PRICE PER HOUR

Professional \$15.00 Clerical \$8.00

COPYING COSTS

Copy Machine (9x14 inches or smaller) \$.10 per page (plus access time)

Copy Machine (includes paper larger than 9x14 inches, tapes, disks, pictures, maps & slides) - will charge for the cost of the materials used for duplication and access time.

Maps, blueprints or plats requiring special expertise to duplicate may include the actual rate of pay for the trained personnel making copies.

8. The above fees may be required to be paid in advance.

POLICIES AND PROCEDURES



- 9. The Division of Fire Safety may waive the charge or reduce the charge when the agency determines that such action is in the public interest because it is likely to contribute significantly to the public and is not primarily in the commercial interest of the requestor.
- 10. The form of acceptable payment for such documents are cash, cashier's check, money order, or personal check made payable to State of Missouri, Department of Revenue.
- 11. The Division of Fire Safety shall remit funds for the payment of such services indicated above to the State of Missouri, Department of Revenue for processing.

AUTHORIZATION OF CLOSED MEETINGS AND CLOSED RECORDS

Except to the extent disclosure required by law, a public governmental body is authorized to close meetings, records, and votes to the extent that they relate to the following:

- 1. Causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys. However, any vote relating to litigation involving a public governmental body shall be made public upon final disposition of the matter voted upon; provided, however, in matters involving the exercise of the power of eminent domain, the vote shall be announced or become public immediately following the action on the motion to authorize institution of such a legal action. Legal work product shall be considered a closed record;
- 2. Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore. However, any minutes, vote or public record approving a contract relating to the leasing, purchase or sale of real estate by a public govern mental body shall be made public upon execution of the lease, purchase or sale of the real estate;
- 3. Hiring, firing, disciplining or promoting an employee of a public governmental body when personal information about the employee is discussed or recorded; however, any vote on a final decision, when taken by a public governmental body, to hire, fire, promote, or discipline an employee of a public governmental body must be made available to the public within seventy-two hours of the close of the meeting where such action occurs; provided, however, that any employee so affected shall be entitled to prompt notice before such decision is made available to the public;
- 4. The State militia or National Guard or any part thereof:
- 5. Non-judicial mental or physical health proceedings involving identifiable persons, including medical psychiatric, psychological or alcoholism or drug dependency diagnosis or treatment;
- 6. Scholastic probation, expulsion or graduation of identifiable individuals including records of individual test or examination scores, however, personally identifiable student records

POLICIES AND PROCEDURES



maintained by public educational institutions shall be open for inspection by the parents, guardian or other custodian of students under the age of eighteen years and by the parents, guardian, or other custodian and the student if the student is over the age of eighteen years;

- 7. Testing and examination materials, before the test or examination is given or if it is to be given again;
- 8. Welfare cases of identifiable individuals;
- 9. Preparation, including any discussion or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups;
- 10. Software codes for electronic data processing and documentation thereof;
- 11. Specifications for competitive bidding until either the specifications are officially approved by the public governmental body or the specifications are published for bid;
- 12. Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected;
- 13. Individually identifiable personnel records, performance ratings, or records pertaining to employees or applicants for employment are closed records except that this exemption shall not apply to the names, positions, salaries, and lengths of service of officers and employees of public agencies once they are employed as such;
- 14. Records which are protected from disclosure by law;
- 15. Meetings and public records relating to scientific and technological innovations in which the owner has a proprietary interest.
- 16. Records relating to municipal hotlines established for the reporting of abuse and wrongdoing;
- 17. Confidential or privileged communications between a public governmental body and its auditor, including all auditor work product; however, all final audit reports issued by the auditor are to be considered open records pursuant to this chapter;
- 18. Operational guidelines and policies developed, adopted, or maintained by any public agency responsible for law enforcement, public safety, first response, or public health for use in responding to or preventing any critical incident which is or appears to be terrorist in nature and which has the potential to endanger individual or public safety or health. Nothing in this exception shall be deemed to close information regarding expenditures, purchases, or contracts made by an agency in implementing these guidelines or policies. When seeking to

POLICIES AND PROCEDURES



close information pursuant to this exception, the agency shall affirmatively state in writing that disclosure would impair its ability to protect the safety or health of persons, and shall in the same writing state that the public interest in nondisclosure outweighs the public interest in disclosure of the records. This exception shall sunset on December 31, 2008;

- 19. Existing or proposed security systems and structural plans of real property owned or leased by a public governmental body, and information that is voluntarily submitted by a nonpublic entity owning or operating an infrastructure to any public governmental body for use by that body to devise plans for protection of that infrastructure, the public disclosure of which would threaten public safety:
 - a. Records related to the procurement of or expenditures relating to security systems purchased with public funds shall be open;
 - b. When seeking to close information pursuant to this exemption, the public governmental body shall affirmatively state in writing that disclosure would impair the public governmental body's ability to protect the security or safety of persons or real property, and shall in the same writing state that the public interest in nondisclosure outweighs the public interest in disclosure of the records;
 - c. Records that are voluntarily submitted by a nonpublic entity shall be reviewed by the receiving agency within ninety days of submission to determine if retention of the document is necessary in furtherance of a state security interest. If retention is not necessary, the documents shall be returned to the nonpublic governmental body or destroyed;
 - d. This exemption shall sunset on December 31, 2008.
- 20. Records that identify the configuration of components or the operation of a computer, computer system, computer network, or telecommunications network, and would allow unauthorized access to or unlawful disruption of a computer, computer system, computer network, or telecommunications network of a public governmental body. This exception shall not be used to limit or deny access to otherwise public records in a file, document, data file or database containing public records. Records related to the procurement of or expenditures relating to such computer, computer system, computer network, or telecommunications network, including the amount of moneys paid by, or on behalf of, a public govern- mental body for such computer, computer system, computer network, or telecommunications network shall be open; and
- 21. Credit card numbers, personal identification numbers, digital certificates, physical and virtual keys, access codes or authorization codes that are used to protect the security of electronic transactions between a public governmental body and a person or entity doing business with a public governmental body. Nothing in this section shall be deemed to close the record of a person or entity using a credit card held in the name of a public governmental

POLICIES AND PROCEDURES



body or any record of a transaction made by a person using a credit card or other method of payment for which reimbursement is made by a public governmental body.

Investigation Reports – Arrest Records

Requests for, and release of, information contained within incident reports, investigative reports and arrest reports, as defined in section 610.100 RSMo, shall be processed as required by law.

Any report generated by an agency other than of the Division of Fire Safety shall not be released. However, if such report exists within a file housed at the Division of Fire Safety, the Division of Fire Safety will provide the requestor with the name of the agency which generated the report.





Date Issued:	Policy:	Authorized by:
04/01/1998	203.60	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
8/23/2006	1 of 3	OA SP-3
Policy Title:	Wireless Telecommunications – Equipment and Services	

STATE OF MISSOURI PURCHASED WIRELESS TELEPHONES AND SERVICES

The Division of Fire Safety shall purchase wireless telephone equipment and service from the mandatory statewide contract and shall implement agency procedures for wireless telephone equipment and service usage and accountability within the guidelines included in this policy.

Wireless telephone service is intended for emergency or work-related communications. All personal calls should be infrequent and kept to a minimum in length.

PERSONALLY OWNED WIRELESS TELEPHONES AND SERVICES

Expenses claimed for business use of personal wireless telephone service shall be subject to approval and allowed only when necessary to conduct work-related business. Specific information shall be provided so that a determination can be made as to whether expenses will be reimbursed.

GUIDELINES AND PROCEDURES

- A. Monitoring of Wireless Services:
- 1. The Division of Fire Safety shall approve all purchases of wireless telephone equipment and service based upon programmatic needs and adequate funding for all costs incurred.
- 2. The Division of Fire Safety's wireless telephone equipment and service shall be procured through the mandatory state contract wherever equipment and service is available and through the terms and conditions of that contract. If a particular area, service, or equipment is not available through the mandatory state contract, the agency must obtain a waiver approved by Office of Administration, Division of Purchasing and Materials Management.
- 3. The Administrative Office Support Assistant of the Administration Unit is responsible for procuring and coordinating all wireless telephone equipment and service. Responsibilities include:
 - a. Procurement of wireless telephone equipment and service through the mandatory state contract, or through local procurement authority only upon receipt of an acceptable waiver from Office of Administration, Division of Purchasing and Materials Management.

POLICIES AND PROCEDURES



- b. Review and process Purchase Orders.
- c. Maintain up-to-date records of all wireless telephone equipment and services, such as, invoices, equipment tracking, and personal reimbursements.
- d. Audit invoices for appropriate rate plan selection and personal reimbursements.
- 4. The Division of Fire Safety has developed internal controls to ensure reimbursement for, and to restrict personal use of wireless telephones and services. This includes:
 - a. Timely review of all calls incurred by wireless telephone users and prompt payment of vendor invoices.
 - b. Reimbursements must be reviewed and approved by supervisor or management in a timely manner.
 - c. The Division of Fire Safety defines excessive use of wireless telephone equipment as repeated usage of service for personal reasons over the allotted plan minutes and/or repeated business-related calls longer than 15 minutes.

Should excessive use continue to occur, the employee's wireless phone as provided by the Division of Fire Safety may be taken away.

The State Fire Marshal shall be responsible for the determination of "excessive" use of wireless telecommunications equipment.

- B. Auditing of Wireless Services:
- 1. All wireless telephone service shall include on the monthly invoice for each wireless telephone number, "call detail" which records the telephone number, minutes used per call, and any other charges associated for all calls.
- 2. Agencies should review all expenditures on a quarterly basis to ensure the correct rate plan and equipment has been obtained based on usage of the wireless telephone service for business use. Where demonstrated that the plan in which the employee is enrolled is not cost-effective, the rate plans shall be changed accordingly.
- C. Reimbursement for Personal Use of State of Missouri Purchased Wireless Service:
- 1. The employee shall identify all personal calls on the wireless telephone service invoice for State of Missouri purchased wireless services, that incur an additional cost above the purchased rate plan. The cost of these personal wireless calls will be reimbursed at the per-

POLICIES AND PROCEDURES



minute charges listed on the invoice. The employee shall also reimburse any other fees incurred for non-business calls, such as roaming and toll charges, at the cost on the invoice.

- 2. Any wireless service invoice that includes personal calls shall be submitted with a check (do not send cash) for the total amount computed.
- D. Reimbursement of State Business Use on Personally Owned Wireless Telephones and Services:

The State of Missouri discourages the use of personal wireless telephone service for business use on a daily basis. Reimbursement for wireless telephone calls made for state business shall be made to employees on the Monthly Expense Report Claim form provided appropriate documentation and "call detail" is provided.

All reimbursements are subject to supervisor or management approval.

- 1. With approval from a supervisor and the State Fire Marshal, reimbursement to employees for wireless telephone calls for business shall be allowed for the following:
 - a. Home area airtime rate at the per-minute rate for that call identified on the "call detail" of the invoice. Employees will not be reimbursed for business calls included in the free minutes of the rate plan unless the call causes user to exceed the "free" minutes of the rate plan.
 - b. Itemized long distance at the rate indicated on the "call detail" invoice.
 - c. Roaming air time charges at the per-minute or monthly rate identified on the "call detail" of the invoice.
- 2. Reimbursement shall not be allowed for:
 - a. Recurring monthly charges.
 - b. Federal excise tax and State of Missouri sales tax.
 - c. Any other charges not detailed on invoice.





Date Issued:	Policy:	Authorized by:
04/01/1998	204.05	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
08/22/2006	1 of 5	OA – SP4 and SP12
Policy Title:	: Travel Regulations – Vehicle Use	

All employees will adhere to the State of Missouri Travel Regulations issued by the Office of Administration. Employees will be provided a copy of the regulations booklet from the Fiscal and Administrative Manager.

In addition to the State Regulations, the Division of Fire Safety requires that all employees abide by the additional policies and procedures addressed herein. The vehicles owned by the office of the Missouri Division of Fire Safety and the State of Missouri are to be used for official business only.

Assigned Vehicles

Permanently assigned vehicles are not to be used for commuting purposes unless the employee works from his/her home, needs to operate a specially equipped vehicle, or if it is deemed to be in the best interest of the state. Employees using assigned vehicles for commuting purposes are subject to IRS reporting requirements (contact your payroll officer for further information). State issued vehicles are assigned to the following Division employees:

State Fire Marshal:

Assistant State Fire Marshal;

Law Enforcement Manager;

Fire Investigation Supervisors;

Fire Inspection Supervisors;

Fire Investigators;

Fire Inspectors;

Boiler Inspectors:

Elevator/Amusement Ride Inspectors.

Office Pool Vehicles

Any Division employee requiring the use of a Division owned vehicle for state business may obtain a "Pool Vehicle". The use of these vehicles is subject to the following policies:

- a. All pool vehicles will be maintained by the Fleet Manager.
- b. Requests for the use of a Division vehicle will be submitted to the Fleet Manager or designee on the Pool Vehicle Request Form, only after having supervisor's authority to do so.

POLICIES AND PROCEDURES



- c. The Fleet Manager or designee will be responsible for all keys, gasoline credit cards and documentation/logs for all pool vehicles.
- d. Any mechanical or other deficiencies in any pool vehicle should be reported to the Fleet Manager upon returning the vehicle. Any deficiencies in maintenance and/or cleanliness (e.g. bad wiper blades, seat belt broken, etc.) should be indicated on the user comments section of the Pool Vehicle Request Form.
- e. Parking and moving violation citations are the personal responsibility of the employee operating the vehicle at the time of the violation.
- f. It is the responsibility of employees to immediately notify their supervisor if their driving privileges have been suspended or revoked.
- g. To assure that all pool vehicles are available for the next scheduled use, employees may not keep a vehicle for more than the allotted time unless permission is received from the Fleet Manager.
- h. It is the responsibility of the employee to make sure the vehicle is returned clean and filled with gasoline upon completion of each out of town trip.
- i. Employees using a pool vehicle shall complete the appropriate vehicle log for the use of the vehicle.
 - j. If a trip is canceled, be sure to notify the Fleet Manager as soon as possible.
- k. The Fleet Manager will notify the employee's immediate supervisor in cases of suspected misuse of pool vehicles.

Use of Vehicles for Official Duty

- a. In state owned vehicles, passengers will be limited to persons associated with fire service and law enforcement agencies, or other persons involved in an investigation or other official business associated with the Missouri Division of Fire Safety or Department of Public Safety. Exceptions may be approved by the State Fire Marshal.
- b. All vehicles used for state business shall be operated in compliance with all traffic laws of the State of Missouri or any other state in which the vehicle may be operated.
- c. All employees of the Division of Fire Safety, while traveling on state business in a personal or state vehicle will wear seat belts. Also, if exception is approved, all children are required to use an approved child safety seat and restraints as prescribed by state law, when traveling.

POLICIES AND PROCEDURES



- d. Any employee convicted of a moving traffic violation while operating any vehicle while on official business, shall report this to their supervisor. This includes, but is not limited to speeding and any alcohol related offenses.
- e. In the event that an employee must use a personal vehicle for authorized department business, reimbursement will be at the existing state rate per mile. The employee must obtain authorization from their immediate supervisor prior to using a personal vehicle for state business.
- f. Liability to other persons (bodily injury and property damage) due to employee negligence in the operation of a state vehicle will be covered by the state, provided the employee had been authorized to use said vehicle and was operating the vehicle while conducting official business within the scope of his/her employment. However, if an accident occurs during unauthorized use of a state vehicle, the driver assumes full responsibility for damages to the vehicle and/or third party vehicle and bodily injury.
- g. Accidents involving state vehicles must be reported as soon as possible to an employee's supervisor and in accordance with the uniform procedures adopted by the State and Division of Fire Safety. The accident investigation is to be conducted by the Missouri State Highway Patrol.

The State Fire Marshal may convene a "review panel", as described below, to review facts pertaining to a vehicle accident involving a Division employee.

- h. No decals, stickers, or other insignia shall be placed on an official state vehicle unless authorized by the State Fire Marshal.
- i. All Division employees must have a valid Missouri driver's license in their possession when operating a state vehicle.
- j. State employees are the only personnel authorized to operate Division vehicles with the exception of an emergency situation.
- k. All modifications of state vehicles must have prior approval of the State Fire Marshal. Example: red lights, radio placement, etc.
 - I. State statute does not recognize Division owned vehicles as "emergency vehicles".
- m. State owned vehicles are highly visible to the public and their use scrutinized. Thus, poor driving manners and inappropriate use reflect on all state employees. The vehicle operator must make certain state owned vehicles are used in a prudent, courteous manner.

POLICIES AND PROCEDURES



- n. Operators of state vehicles are prohibited from using alcohol, any illegal drug or any other substance that may impair their ability to drive. No tobacco products shall be used by any person while in a state vehicle.
- o. Employees shall not utilize the vehicle for personal business, such as travel to entertainment facilities.
- p. Animals are allowed in state vehicles only when required to conduct official business or when accompanying an employee with a disability that requires the aid of a specially trained animal.
 - q. All supervisors are responsible for ensuring adherence to this policy.

State Gasoline Credit Card

Each vehicle is issued a state Gasoline Credit Card which is to be used strictly for the assigned state issued vehicle. All card receipts shall be attached to the weekly and expense reports (for the week incurred) and contain the amount of gasoline purchased, the cost and the odometer reading. Receipt information is to be recorded on the Monthly Motor Vehicle Log and submitted at the end of each month. All personnel should take care to assure the proper date is on the receipt.

Accident Review Panel

The State Fire Marshal may convene a panel to review any accident involving a vehicle operated by a Division employee and used for official state business.

This panel will be chaired by the Assistant State Fire Marshal and shall consist of three additional members assigned by the State Fire Marshal. The employee involved in the accident shall appoint a person to represent them during this review.

It shall be the duty of this panel to review all facts, reports and statements available concerning the accident in an effort to determine if the necessity for any disciplinary action is warranted. If disciplinary action is deemed necessary, this panel shall make a recommendation of the disciplinary action in writing to the Assistant State Fire Marshal.

After review by the Assistant State Fire Marshal, the recommendation shall be forwarded to the State Fire Marshal for consideration. The State Fire Marshal may choose to:

- 1) Implement the recommended disciplinary action:
- 2) Direct the Board to submit an alternative action;
- 3) Implement his/her own disciplinary action based upon the information supplied by the review board.

POLICIES AND PROCEDURES



The employee involved in the vehicle accident shall be notified in writing within 10 working days of the board's finding.

If the employee disagrees with the action of the board or State Fire Marshal, an appeal may be filed as outlined in section 203.20 of the Division's Policy Manual.





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04/01/1998	204.07	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
01/04/2007	1 of 3	OA – SP4 & SP12
Policy Title:	Travel Regulations - Expenses	

All employees of the Division of Fire Safety will adhere to the State of Missouri Travel Regulations issued by the Office of Administration. A copy of the travel regulations can be received by contacting the Division's accounting office. As stated in the Travel Regulations "reimbursable travel expenses are limited to those expenses authorized and essential to the transaction of official business of the State." The State Fire Marshal is mandated to make reasonable effort to contain costs associated with employee travel and expenses.

Accordingly, in addition to state travel regulations, the following guidelines are to be observed:

- 1. The State Fire Marshal shall approve all out-of-state travel requests in advance.
- 2. Upon completion of any out-state travel, the individual who attended will provide the State Fire Marshal a verbal statement or written memo summarizing the meeting.
- 3. If several seminars or meetings on the same subject are being held at different times and in different locations, whenever possible, the location closest to the employee's official domicile will be selected.
- 4. Whenever possible, state-owned or leased vehicles assigned to the Division are to be used for official travel in lieu of privately-owned vehicles.
- 5. When state business necessitates having to rent a car, with prior approval, employees are expected to rent the lowest priced vehicle available consistent with the trip requirements.
- 6. All expenses for lodging and air transportation, if possible, shall be billed directly to the Division. The lodging invoice shall not include charges for meals, phone calls, or incidental expenses. If any of these types of charges do appear on the billing, it will be returned to the employee for subsequent reimbursement on an expense account. (Qualifying expenses only; i.e.; meals are reimbursable, phone calls are not.)
- 7. If it is not possible for the lodging to be direct billed, the employee shall ask for the government rate or convention rate when making reservations for lodging. When applicable, this condition should govern where overnight lodging is obtained. When traveling, employees should choose a hotel or motel which adheres to the rules and regulations of the Federal Hotel and Motel Fire Safety Act. The Human Resources Section will familiarize employees with this Act.

POLICIES AND PROCEDURES



- 8. Employees are expected to exercise the same care in incurring expenses as a prudent person would exercise if traveling on personal business. However, the State Fire Marshal may impose additional restrictions on meal allowances.
 - a. Employees in continuous in-state travel status outside their official domicile for a minimum of 12 hours will be reimbursed for meals, inclusive of taxes and tips, not to exceed \$7.00(breakfast), \$8.00(lunch) and \$15.00(dinner).
 - b. If a meal is provided and is paid for by another agency/organization, an employee may not request reimbursement for that meal.
 - c. Employees claiming meals on their expense report that are not documented with overnight lodging must note in the "Explanation of Miscellaneous" section of the expense report, "12 hour travel status."
 - d. Employees traveling on official business and staying overnight outside their official domicile may claim meals while on assignment according to the maximum meal allowance outlined above.
 - e. Supporting documentation (i.e. approved out-of-state travel authorization form, meal receipts, etc....) for reimbursable meal is required.
 - f. Employees shall not request reimbursement for the purchase of alcoholic beverages as travel expenses.
 - g. Employees are expected to be as cost conscience as possible when obtaining meals. ALL meal receipts need to be attached.
 - h. Reimbursements for meal expenses incurred while out of the state and country should be considered on a case by case basis. The standard GSA CONUS (U.S. General Services Administration Continental United States) rate per meal or the GSA CONUS rate per meal for the respective geographic area. The GSA CONUS rates can be accessed at: http://www.policyworks.gov/org/main/mt/homepage/mtt/periem/perd03d.html.
 - i. Reimbursement may be made for a meal charge within the official domicile or work location if it is incurred as part of a department or agency required meeting. The employee shall provide the specific state business reason for the meeting and the names of those involved. Employees will not be reimbursed for meal costs at functions they elect to attend; for example, the Governor's Prayer Breakfast, civic functions, etc.
- 9. The State Fire Marshal is responsible for establishing a review and approval system for the monthly expense accounts of the division personnel.

Weekly Expense Account forms are designed to be a detailed account of how an employee's

POLICIES AND PROCEDURES



time was incurred during the week and determine the amount of chargeable expenses incurred during that time.

For recording activities, the back of the form should be completed as directed by the unit supervisor. The front of the form will detail the work hours and expenditures. Do not include two months on one form. When a month ends during the week, stop at the last day and start a new month on a separate form.

All weekly reports must be forwarded to the employee's supervisor for approval in a timely manner, usually the Monday following the reimbursable week.

Reimbursement for Government Schools

Personnel attending governmental or agency/association sponsored training offered outside of the state shall be subject to the following guidelines:

- 1) The State Fire Marshal shall determine if a state owned vehicle may be used for transportation to and from the training.
- 2) In the event that the employee may be reimbursed for mileage driven in a personally owned vehicle, a state vehicle may not be used for transportation to or from the training.
- 3) If an employee chooses to drive to the training when an option to travel by air has been offered, the employee will only be allowed to claim the number of work hours which would have been accrued as a result of traveling by air. Allowances for meals will be based upon this same travel time.
- 4) In cases where the employee is directly reimbursed for airline travel, the employee shall be responsible for arrangement of transportation and purchase of those airline tickets.
- 5) If the Division is required to arrange or pay for transportation or training related expenses such as a meal ticket, the employee is responsible for timely notification of the Division, through their supervisor, of the need for this payment.

In cases not covered by the policies above, the State Fire Marshal shall have the discretion to approve travel arrangements, hours claimed or payment for training related costs.





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Date Revised:	Page:	DPS/OA Policy Reference:
01/04/2007	1 of 2	OA – SP4 & SP12
Policy Title: Vehicle Replacement and Maintenance		

Vehicle Replacement

The replacement and maintenance program for the Division of Fire Safety shall be tracked by the Fleet Manager (Administrative Office Support Assistant). He/she shall report to the State Fire Marshal on all activities relating to the fleet vehicle program.

These guidelines shall be based on the following factors:

- A. Needs of each unit within the division (specification requirements for each vehicle)
 - 1. Police package units
 - 2. K-9 units (accelerant and explosive)
 - 3. Training units (heavy GVW unit-Fire and Police training unit)
 - 4. Response unit (heavy GVW)
- B. Review of new replacement cost.
- C. Cost per mile operating expense on existing units
- D. Age and usage of units
 - 1. It is the Division's plan to replace vehicles at 120,000 miles, with exceptions, as recommended by the Office of Administration.
 - a. Trailer units-not to exceed 12 years old
 - b. Vehicles damaged in excess of market value for repairs
 - c. Vehicles that have been specifically designed, that the cost factor would exceed replacement or maintenance cost by 20%.

Vehicle Maintenance

- A. Employees who have been assigned a state vehicle shall be responsible for making sure they are maintained properly. Misuse may result in the employee being required to reimburse any repair or damage; disciplinary action; or both.
- B. Any repair work to exceed \$50.00 must first be approved by the Fleet Manager.
- C. If practical, all repair work will be conducted at OA Vehicle Maintenance Facility in Jefferson City.





D. All vehicles designed to use alternative fuels (E-85/FFE) will use these alternative fuels when feasible.

Maintenance Schedule

The following maintenance schedule shall be used on all Division of Fire Safety vehicles:

Description of Maintenance	<u>Frequency</u>
Oil, filter, and lube	5,000 miles
Transmission serviced	25,000 miles
Fuel filter change	15,000 miles
Air filter change	30,000 miles
PCV valve checked/replace	25,000 miles
Tire rotation	10,000 miles





Date Issued:	Policy:	Authorized by:
04/01/1998	204.10	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
01/04/2007	1 of 2	
Policy Title: Supplies / Property Management		

All necessary supplies are furnished to employees to assist them in their required duties. Each employee is, in turn, responsible for helping to reduce damage and waste of these supplies.

Damaged items that do not work properly are to be turned in to the Administrative Office Support Assistant in order that the Division may replace or repair the items. The theft, conversion, misappropriation, or unauthorized removal, possession or use of property or equipment belonging to the Division or the State of Missouri is expressly prohibited. Division property and State property includes vehicles, materials, tools, supplies, software. Violation of this policy may result in disciplinary action including termination.

All repairs to Division owned property shall be approved by the Unit Supervisor and Fiscal Officer before any such repairs are made.

Property Management Procedures

It is the policy of the Division of Fire Safety to adhere to the Missouri State Auditor's office guidelines regarding established property management standards.

The Administrative Office Support Assistant shall maintain the records of all non-expendable property. The Administrative Office Support Assistant has responsibility for the transfer of all non-expendable property between employees or the Division office. The Administrative Office Support Assistant shall maintain records of the locations and assignment of all Division owned non-expendable property. No property shall be disposed of or transferred without the notification of the Administrative Office Support Assistant and the appropriate unit supervisor's approval. The Administrative Office Support Assistant is then responsible for notifying the Fiscal Officer and unit supervisor of the disposal or transfer of property.

The Administrative Office Support Assistant shall retain possession of all unassigned telephone credit cards and gasoline credit cards. The issuance and use of telephone and gasoline credit cards will be strictly monitored and controlled. Employees will be given instructions pertaining to the use and restrictions of state issued credit cards. Excessive or nonessential charges will be brought to the attention of the employee and their supervisor. All personal calls and unauthorized purchases will be paid for by the employee. The Fiscal Officer shall coordinate the transfer of any of these items with the Administrative Office Support Assistant.

POLICIES AND PROCEDURES



The Deputy Chief of Investigations shall retain possession of keys for all unassigned vehicles.

The purchase of all non-expendable property or supplies which may be billed to the Division shall be approved by the unit supervisor after the unit supervisor has first received approval from the Fiscal Officer.

Any purchase without the approval of the unit supervisor and the Fiscal Officer shall be returned to the supplier and the Division credited for the costs involved.

Expendable Supplies

The supervisor of each unit within the Division shall appoint a supply clerk for the field personnel of that unit. It is the duty of this supply clerk to distribute any expendable supplies to the employees when requested by those employees.

Any employee requesting supplies must complete and sign a supply requisition form before any supplies are issued.

Any requests for the purchase of expendable supplies shall be submitted to the Fiscal Officer for approval.

No field employee is to purchase expendable supplies without the approval of the unit supervisor and Fiscal Officer. No reimbursement shall be provided for any expendable supplies bought without approval of both the unit supervisor and Fiscal Officer.





Date Issued:	Policy:	Authorized by:
04/01/2006	204.15	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
01/04/2007	1 of 2	
Policy Title: Payment of Relocation Expenses		

The Division of Fire Safety is responsible for the approval of relocation expenses which serve the requirements of the state most economically and reasonably in accordance with the State of Missouri Travel Regulations. This includes the method of travel (airfare, mileage etc.), lodging costs, moving costs, etc.

Based upon the availability of funding, reimbursement of any relocation expenses, as outlined below, may not be available.

New Employees:

- 1. A person who is recruited in a professional, supervisory, or management capacity may be eligible for reimbursement under this policy.
- 2. The total reimbursement of moving expenses for a new employee and family is limited to an amount not to exceed five percent (5%) of the initial annual salary, plus temporary living expenses for up to thirty (30) calendar days. For the purpose of this policy, temporary living expenses are defined as hotel expenses (at no more than single room rate) or temporary apartment rental with utilities.
- 3. No meal expenses are allowable.
- 4. As a portion of the moving expenses reimbursement, the new employee may be reimbursed for one (1) round trip by the employee and spouse to locate a new residence and one (1) one way trip by the employee and family to make the actual move. When applicable, airfare arrangements are to be made by the Division of Fire Safety.
- 5. All requests for reimbursement will be filed on a monthly expense form.
- 6. The employee must furnish the Division of Fire Safety with three estimates if a moving service is to be used.

Any costs expected to exceed the guidelines of this policy must have prior approval of the Office of Administration.

Reimbursement of moving expenses to new employees must be approved by the State Fire Marshal and is based upon the availability of funds.

POLICIES AND PROCEDURES



Existing Employees:

When an employee relocates at the direction of his or her supervisor, relocation expenses may be paid.

- 1. In order to expedite payment, the Division will obtain three moving estimates and attach them to the requisition prior to sending to the Division of Purchasing.
- 2. Payment of associated living expenses for up to 30 days is subject to the approval of the State Fire Marshal.
- 3. All expenses will be on a reimbursement basis which will be filed on a monthly expense form.

Any costs expected to exceed the guidelines of this policy must have prior approval of the Office of Administration.





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06/01/2001	205.05	Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
08/23/2006	1 of 4	
Policy Title:	Canine Policy	

No canine will be worked at a Drug Lab scene

Definitions:

- 1. Canine Unit: A canine handler and a trained canine.
- 2. Canine Handler: A member of the Division of Fire Safety trained in the care and handling of a Division of Fire Safety owned canine.
- 3. Maintenance Handler: That person assigned by the Deputy Chief to assist the Canine Handler in the normal care and on special operations of the canine.

General Provisions

- 1. A canine handler will:
 - a. Be available at all times for emergency duty.
 - b. Keep the Deputy Chief, Regional Chief or the Duty Chief informed as to where and how they can be contacted.
 - c. Respond promptly when directed to assist another member or agency.
 - d. Maintain strict control over their canine by voice or leash when the canine is removed from their vehicle. This is especially important in heavily trafficked areas and on the scene of an investigation.

2. Reporting

- a. Canine handlers will complete and submit the appropriate reports as outlined by this section in a timely manner.
- b. Canine handlers will promptly notify their Regional Chief of any serious incidents involving their canine, including dog bites or other incidents, who will then notify the Deputy Chief.
- c. Canine handlers will submit a canine field report on all activities where the canine is used including;
 - 1. Official demonstrations.
 - 2. Building searches by canine.
 - 3. Incidents in which the canine is assigned to special duty.
 - 4. Any felony investigation where the canine was deployed.
 - 5. Any incident in which the canine bites a person or caused any other injury or damage.

POLICIES AND PROCEDURES



- 6. Any incident in which a person, while in contact with the canine, alleges that the canine caused any injury or damage.
- 7. Any unusual incident or situation about which a detailed report should be retained in the canine file.
- 3. Canine Training Reports
 - a. Canine handlers will report all canine training sessions on the canine training report.
- 4. Activity Report
 - a. Canine handlers will submit an activity report on all activities the canine is involved in.
- 5. Canine Handler Daily Report
 - a. Canine handlers will report on their weekly report daily activity spent on the canine.
 - b. Canine handlers / maintenance handler will show canine maintenance performed on vacation, leave, or holiday on their weekly report. Only the time actually spent on canine maintenance will be shown, up to one hour maximum per day.
- 6. Report process and retention
 - a. All canine daily activity reports will be kept by the canine handler and are subject to verification by the Deputy Chief of Investigations.

Assignment and Usage

- 1. Division of Fire Safety canines are not trained for security or crowd control and are not to be used as such.
- 2. Priority assignments shall consist of:
 - a. Fire and explosive scenes
 - b. Major civil disturbances
- 3. Other situations in which the specialized capabilities of the Division of Fire Safety canine unit is needed
 - a. General use
 - 1. Searches for accelerant and explosives
 - 2. Public appearances and demonstrations to promote public relations
 - 3. Sweeps of government property in search of explosive/incendiary devices

Procedures for canine assistance request

- 1. Request from any outside agency for use of canine should be directed to the Deputy Chief or his designee (Regional Chief or Duty Chief) and should provide the following:
 - a. Type of incident and circumstances
 - b. Time and location of incident
 - c. Type of structure to be searched

POLICIES AND PROCEDURES



d. Any additional information as to time of call or type of call or notification

Canine procedures at scene of incident

- 1. The scene will be secured by the requesting agency prior to the arrival of the canine unit.
- 2. Canine handler will determine the type of search to be conducted. The handler will be the only person to direct the actions of the canine on the assignment.
- 3. No person will accompany the canine unit during the process of the search unless requested to do so by the handler.
- 4. If the handler becomes incapacitated another Division of Fire Safety handler will be notified to respond to the scene to take charge of the canine. If the canine handler needs immediate assistance, personnel on the scene will secure the canine prior to the arrival of another handler or supervisor.
- 5. No canine handler shall designate a building as "clear" or available for re-entry after an explosives sweep.

Treatment and handling of the Division of Fire Safety canine

- 1. The handler will:
 - a. Have their canine with them at all times when on duty, except when the canine is unsuited for duty or otherwise as directed by the Deputy Chief or his designee.
 - b. Insure appropriate medical records of their canine are maintained.
 - c. Properly secure and maintain control of their canines when off-duty.
- 2. Handlers will not:
 - a. Obtain training for their assigned canine without prior approval of the Deputy Chief.
 - b. Enter their canine in any competitive activities without prior approval of the Deputy Chief.
 - c. Register their canine with any society without prior approval of the Deputy Chief.
 - d. Use or permit the use of Division of Fire Safety canine for breeding purposes without the approval of the State Fire Marshal.
 - e. Deliberately treat Division of Fire Safety canine in an inhumane manner.
 - f. Remove their canine from the state of Missouri, except when approved by the Deputy Chief or his designee.

Handler Assignment

1. If the canine handler becomes incapacitated or placed on special assignment without the canine, or is relieved of duty as a canine handler, then a special handler will be assigned by the Deputy Chief or designee.

POLICIES AND PROCEDURES



- 2. The Deputy Chief may assign a maintenance or secondary handler for all canines. The primary duty of the maintenance handler will be daily maintenance. A secondary handler shall have obtained the required canine training as a handler for the specific discipline of the canine.
- 3. When the primary handler is on vacation the maintenance handler may continue the maintenance operations of the canine.
- 4. Approved secondary handlers may continue the daily use and operation of the canine as part of a canine team.

Disposition of canine after service

- 1. When the canine is removed from service and the ownership is transferred to another, the Division will no longer be responsible or liable for the canine actions or expenses.
- 2. Whenever a canine is unsuitable for service or placement outside the Division due to physical conditions, viciousness, or other behavior problems the Deputy Chief will coordinate the humane disposal of the canine.

Obtaining a retired canine

- 1. Any employee of the Division of Fire Safety may submit a written request to the State Fire Marshal for one of the retired canines. This list will be kept in a chronological file. When a canine suitable for placement becomes available, the following procedure will be followed:
 - a. The canine handler will have first priority to receive the canine.
 - b. The Division's other handlers will have second priority to receive the canine.
 - c. Employees who have submitted written requests will have the next priority.
 - d. If the canine was donated, the donor will have next priority.
 - e. If no canine handler, employee, or donor wants the canine, the canine may be given to a responsible person upon approval of the State Fire Marshal.





Date Issued:	Policy:	Authorized by:
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8/24/2006	1 of 12	
Policy Title: Emergency Action Plan		

The Emergency Coordinators will assist newly assigned employees with familiarization of the location of each pull station, shut-off valves, circuit breakers, etc., within the Division and all means of egress.

The Division of Fire Safety Emergency Coordinators are:

Assistant State Fire Marshal and the Deputy Chief of Investigations

Fire:

To report a fire within the Division of Fire Safety complete the following steps:

- 1. Immediately notify the Jefferson City Fire Department by dialing (9) + 9-1-1
- 2. Give the dispatcher the following information (if possible):
 - a) Address: 2401 East McCarty Street,
 - b) And the location of fire in the building, if known.
- 3. Go to the nearest pull box initiate the fire alarm system.

There are two (2) pull box stations within the Division located on the west wall in the main lobby and just inside the exit door of the northwest corner of the building.

- 4. If the automatic fire alarm system fails to operate, yell, "Fire" (several times). Then immediately evacuate the building.
- 5. All personnel will report to the front parking lot. Each supervisor will account for his/her employees and notify the State Fire Marshal immediately if anyone is missing.

Tornado/Earthquake:

In the event of a tornado or earthquake warning, all employees will immediately take shelter in the main conference room.

POLICIES AND PROCEDURES



Bomb Threat:

The following bomb threat procedures have been established for the Division of Fire Safety personnel:

Note: Remember to remain as calm as possible when handling a bomb threat.

Always remember to listen to everything the caller says and attempt to note anything that might be different about the caller's voice, (male/female, accent). Write word for word what they say, listen for background noise (street noises, voices, PA systems, etc.), and if the voice is familiar note who it sounds like.

Each employee shall have a bomb threat checklist near their phone. See your supervisor if you do not have a copy of the checklist.

Normally a bomb threat will not be directed at any one individual, but to the person who answers the phone. It is imperative that all assigned personnel / staff are fully informed on how to handle bomb threat calls.

- 1. Remember the caller is the best source of information you have.
 - a. Keep this person on the phone as long as possible and ask the following questions:
 - 1. When is the bomb going to explode?
 - 2. Where is the bomb?
 - 3. What does it look like?
 - 4. What kind of bomb is it?
 - 5. What will cause it to explode?
 - 6. Did you place the bomb?
 - 7. Why? (Are we direct target or is this to make a point?)
 - 8. Ask their name.
 - 9. Ask their address.
- 2. Report this threat immediately to:
 - a. Primary Contact: Deputy Chief Investigations
 - b. Secondary Contacts: State Fire Marshal and the Assistant State Fire Marshal
 - c. Contact law enforcement (9) + 9-1-1
- 3. One of the above individuals will decide on what protective action the Division personnel will take.

Letter Bombs or Threats:

Letter Bombs:

1. If an employee receives a package that they believe to be a bomb, do not handle it.

POLICIES AND PROCEDURES



Contact one of the following personnel immediately:

- a. Primary Contact: Deputy Chief Investigations
- b. Secondary Contacts: State Fire Marshal and the Assistant State Fire Marshal
- 2. Clues to look for in letter bombs:
 - a. Look for foreign return addresses
 - b. Any strange odor emitting from the package
 - c. Bulky rigid envelope
 - d. Any protruding wires
 - e. Any package that might be making any noise.

Letter Threats:

If any employee receives a letter threat, handle the envelope as little as possible. Immediately contact the Deputy Chief of Investigations. Remember, this is direct evidence.

POLICIES AND PROCEDURES



Medical Emergencies

Action Checklist:

- I. Purpose: This action guideline is to be implemented if any employee or guest of the Division of Fire Safety becomes seriously ill or injured while at the Division of Fire Safety offices.
- II. Individuals Affected: All employees will follow the procedures and actions indicated when directed to do so by the emergency coordinator.
- III. Activation: The Emergency Coordinator will be contacted as soon as possible upon incident

IV. Checklist:

When an employee or guest becomes seriously ill or injured an ambulance will be
called immediately using the emergency number (9) + 9-1-1. (An ambulance should be called
immediately if the injury or illness appears serious. If in doubt call the ambulance service. An
employee or family member may take the employee or guest to an appropriate place for care it
the illness or injury is minor and the victim requests it.)
Employees trained in First Aid and CPR should be allowed to assist the victim.
An employee should meet the ambulance at the building entrance to direct the
ambulance personnel to the victim.
Employees and guests who are not assisting the victim should be asked to stay clear of
the immediate area.

All employees and guests in the Division of Fire Safety who become seriously ill or injured should receive emergency care as soon as possible.

Emergency Coordinators for the Division of Fire Safety should plan for emergency medical care:

- 1. Emergency Coordinators should identify employees who have current training in First Aid and Cardiopulmonary Resuscitation (CPR) and who would be willing to assist in providing initial care.
- 2. Emergency Coordinators should plan for a First Aid Kit with appropriate supplies. It should be checked frequently so that supplies are replaced and that items do not become out-dated. The first aid kit is located in the cabinet near the administrative printer/fax machine.
- 3. Arrangements should be made to provide First Aid and CPR training for employees of the Division. If First Aid is not immediately provided to victims with severe bleeding or those needing CPR within minutes, it may be too late even if the ambulance arrives within a short period of time.





- 4. An ambulance should be called immediately if the injury or illness appears serious. If in doubt call the ambulance service. An employee or family member may be asked to take the employee or guest to an appropriate place for care if the illness or injury is minor.
- 5. If several people become ill or injured as a result of an incident at this facility, the local ambulance service should be called immediately.
- 6. It is important to cooperate with local authorities if a major incident occurs resulting in multiple injuries or deaths. Local jurisdictions have emergency plans for handling major incidents.

POLICIES AND PROCEDURES



Hazardous Materials

- I. Purpose: This action guideline is to be implemented when the facility is at risk from a hazardous materials incident from within or from outside the facility.
- II. Individuals Affected: All employees will follow the procedures and actions indicated when directed to do so by the emergency coordinator.

III. Activation: This action guideline will be activated by the (agency, facility emergency

coordinator, or when notified by the fire department) under the following conditions:

_____ When personnel are notified by the Emergency Coordinator to a designated area.

_____ When personnel are notified by the fire department personnel to evacuate the building, report to area designated by either the fire department or your designated area.

IV. Checklist:

- 1. Notification:
- a. The Division of Fire Safety does not use or store hazardous materials products, as part of the daily operation of this facility.
- Be able to locate or to direct Emergency Coordinator or fire department personnel to building utilities shutdown locations (e.g.: HVAC, electric, gas, etc.)
 Be able to assist the Emergency Coordinator in preparing the building for in-place sheltering.

Close all doors to the outside, close and lock all windows (windows seal better when locked).

Seal gaps under doorways and windows with wet towels and those around doorways and windows with duct tape or similar thick tape.

Emergency Coordinator should set all ventilation systems to 100% recirculation so that no outside air is drawn into the structure. Where this is not possible, ventilation system should be turned off.

Seal any gaps around window type air-conditioners, bathroom(s), and other spaces.

Close as many internal doors as possible in the building.

if an outdoor explosion is possible, close drapes, curtains, and shades over windows. Stay away from windows to prevent potential injury from flying glass.

If you suspect that the gas or vapor has entered the structure you are in, hold a wet cloth over your nose and mouth.

POLICIES AND PROCEDURES



Tune in to the Emergency Alerting System channel on the radio or television for information concerning the hazardous material incident and in-place sheltering.

V. Pre-Action Emergency Planning:
All personnel should be familiar with: location of each shutoff for utilities (HVAC, electric, gas, etc.) all means of egress from the building location of designated staging area in-place sheltering requirements material safety data sheets (MSDS) (if appropriate); (located in the Training testing room) location of emergency stations and fire extinguisher(s)

POLICIES AND PROCEDURES



Workplace Violence

Action Checklist

- Purpose: This action checklist will be implemented when the facility is at risk from I.
- indicated

	workplace violence.
II.	Individuals Affected: All employees will follow the procedures and actions indicated when directed to do so by the emergency coordinator.
III. coord	Activation: This action checklist will be activated by the agency, facility emergency inator under the following conditions:
the fa	_ When indications are that there is a disturbance, or sound of gunshots, etc. in or around
	When the emergency coordinator has been notified of an impending violent situation ould cause harm to anyone inside the facility.
VI. Cł	necklist
1. lmr	mediate Assessment: _ a. Confirm and ascertain the type of incident Barricaded suspect/hostage Gun fight Sniper, ambush, drive-by shooting Attack on facility - "Shooting Rampage" Other (robbery, assault, etc.) _ b. Obtain essential information
	mmon help _ a. Call (9) + 9-1-1 Have someone stay on the line with 9-1-1 operator _ b. Have someone else notify department emergency notification point _ c. Implement department crisis management plans _ d. Gather key staff available for emergency duties _ e. Direct non-essential staff to a safe area
	und warning to employees _ a. Emergency warning and condition signals (entire staff) _ b. Immediate sheltering action for those exposed to danger _ c. All others _ shelter in place or _ move to safer location if safe to do so _ d. Signal instructions





 Lock down building, secure areas, monitor situation a. Exterior doors locked
b. Interior doors locked where possible
c. Staff assigned to secure areas, monitor conditions
d. Recognize and be ready for contingencies
5. Wait for police
a. Keep responding units updated on situation via (9) + 9-1-1
b. Assemble witnesses, victims
c. Suggest possible areas for staging, command post, emergency medical, etc.
d. Gather key information for law enforcement
e. Maintain event and status log
6. Stabilize elements of situation if safe to do so
a. Care for injured (safety for those assisting)
b. Contractors, visitors' instructions
c. Protect crime scene, evidence
7. Work with police to resolve situation
a. Stay at command post, support incident commander
b. Provide information
incident specific
site background and resources
personal background on all persons involved
special staff resources, abilities, training
c. Direct staff
d. Coordinate department response
on-site
off-site, staging areas, hospitals, etc.
government / department coordination
8. After authorized "All Clear" (Only police and emergency personnel are authorized to signal)
a. Emergency medical care
b. Account for all employees, visitors and staff
on-site headcount
at hospital or other off-site locations
c. Notification, reunification for employees with co-workers, family members
d. Support law enforcement follow-up activities
e. Employee de-briefing
f. Arrange for site security if necessary g. Work with specialists
g. Work with specialists Emergency medical/hospital
Employee Assistance Program, Crisis Intervention Team
Public Information Officer

POLICIES AND PROCEDURES



	Facilities clean up and repair support
9. Initiate	recovery and follow up activities
a.	Brief staff and provide (access to) support (EAP)
b.	Plan for resumption of operations ("next day" plan)
C.	Arrange for physical plant clean-up and repair
d.	Begin long-term recovery planning

POLICIES AND PROCEDURES



Riot

Action Checklist:

- I. Purpose: This action checklist will be implemented when the facility is at risk from riot.
- II. Affected Individuals: All employees will follow the procedures and actions indicated when directed to do so by the emergency coordinator.
- III. Activation: This action checklist will be activated by the agency, facility emergency coordinator under the following conditions:

For purposes of this policy, a riot is defined as occurring when:

An assembly of seven or more persons are present at this facility who have agreed to violate any of the criminal laws of this state or the United States with force or violence (unlawful assembly).

An unlawful assembly of seven or more persons are present at this facility who have agreed to violate any of the criminal laws of this state or the United States with force or violence; and do violate any of said laws with force or violence while still so assembled (rioting).

This facility is contiguous with an area or areas where seven or more persons have agreed to and are violating state or Federal laws with force or violence (rioting); and it reasonably appears that the situation is fluid enough to involve this facility.

IV. Checklist

1. Immediate Assessment

Does the situation meet the criteria for riot, as stated above, and/or unlawful assembly? Is the threat potential, probable, imminent, or in progress?

Size of the assembly?

Level of force or violence?

Is the assembly part of an organization with a known agenda and track record? Consider the implications of what is known or not known.

Time of day, day of the week, facility population, and special conditions at the site.

Physical location of the crowd, relative to evacuation route.

2. Mitigation Assessment:

Criticality of the work performed at the facility?

Assess the impact of and plan for temporarily losing or curtailing some public services.

POLICIES AND PROCEDURES



Essential services to be maintained at all cost? Where? How?

Perform a vulnerability analysis for the physical plant. What exacerbating conditions exist? Review effectiveness of building access control, methods, policy, and procedure.

Automated life-safety systems (fire, security, etc.) procedures for testing and maintenance. Consider security and safety of vital records and off site redundant record storage for vital records.

3. Notification:

Notify the police, or other responsible law enforcement authority, when it reasonably appears the criteria for unlawful assembly is or probably will be met, a riot appears imminent, or is in progress.

Notify at least the next level of authority in the organization's chain of command, in all cases.

Notify persons responsible for the physical plant, in all cases.

Notify the facility general population in the case of probable events as well as imminent and inprogress events.

4. Preparation:

Activate information gathering capability when conditions indicate rioting appears to be potential or probable.

Monitor information resources such as television, radio, and police radio transmissions.

Continue to re-evaluate risk to personnel and plant.

Back up all electronic records and perform a controlled shut down of all non-essential electronic systems when rioting at the facility appears probable or imminent.

Evacuate the facility of all but essential personnel when there is a probability for dangerous levels of force and/or violence. All personnel evacuate when rioting is imminent.

5. Response:

Continue to provide at least vital public services with essential employees, off site. Dismiss non-essential employees on a callback basis.

6. Recovery:

Evaluate the impact of and eliminate or minimize conditions caused by reduced public services.

Re-call non-essential employees as needed.

Evaluate the psychological effect the event may have had on employee's sense of well being and morale. Make referrals to employee assistance programs as necessary.

Coordinate repairs and temporary housing with persons/agency responsible for facility structure, leasing, and maintenance if damage has occurred.

Begin process of securing emergency funding, if necessary.

Return to full operation.





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Date Revised:	Page:	DPS/OA Policy Reference:
07/14/2006	1 of 2	
Policy Title: Job Overview – Administration – State Fire Marshal		

DIRECTOR (STATE FIRE MARSHAL)

Definition:

Appointed by the Governor and under the supervision of the Director of the Department of Public Safety, the Director of the Division of Fire Safety, also known as the State Fire Marshal, shall administer and enforce the provisions of the Revised Missouri State Statutes (RSMo), Chapter 320 as well as the applicable sections of Chapters 701, 605, 316 and 210, RSMo.

Essential Knowledge, Skills and Abilities:

The Director must have a working knowledge of all fire laws and regulations of the State of Missouri including arson and explosives. Shall possess a working knowledge of all aspects of the fire service to include, but not limited to, fire investigation, criminal investigation, fire prevention, and public education. Shall be well versed in the organization and operations of both career, volunteer and combination career/volunteer fire service organizations and law enforcement agencies. Shall be knowledgeable on personnel management techniques to include supervision, leadership, evaluation and training.

Examples of Work:

The State Fire Marshal shall manage the Division of Fire Safety in carrying out all duties defined by law or assigned by Department of Public Safety Director. The State Fire Marshal may supervise fire investigations in the field involving very large fires or where a major loss of life has occurred. Shall recommend to the DPS Director needed legislation in the areas of fire prevention, safety, arson control, responder related training, elevator safety, amusement ride safety and boiler/pressure vessel safety. The State Fire Marshal shall control the financial, personnel and all managerial aspects of the Division. Shall assume the duties and responsibilities for the administration and performance of the employees as required by any Statute or Law. Shall maintain and enforce discipline so as to secure complete efficiency in the Division. Shall have the power to issue orders and instructions to employees not inconsistent with or not contrary to law or to the Rules of the Division or Department. Shall be authorized to terminate or suspend any employee in accordance with the Rules, Regulations and Procedures of this Division and Department, and shall immediately report such cases to the Director of the Department of Public Safety.

Legal Requirements:

Applicant must be of good moral character; shall not have been convicted of a felony or other crime involving moral turpitude; shall be a citizen of the United States and shall have been a tax paying resident of this state for at least three (3) years immediately preceding appointment.

POLICIES AND PROCEDURES



Applicants shall possess ordinary physical strength and be able to pass such physical and mental examinations as the Director of Public Safety may deem necessary. Any person holding this position shall not hold any other commission or office, elective or appointive, or accept any other employment of compensation, regard, or gift, other than regular salary and expenses for the performance of official duties.

Condition of Employment:

Applicant must possess a valid Missouri motor vehicle operator's license and be able to operate a motor vehicle. Persons appointed to this position must have a telephone in their residence. The Director shall be subject to call twenty-four (24) hours per day.

Education and Experience:

Graduation from an accredited high school or possession of a high school equivalence certificate. A minimum of ten (10) years fire service experience, which may include service in state, municipal, military, or industrial fire protection and investigation agencies. A degree in fire protection engineering from a recognized college or university may satisfy five (5) years of this requirement.





Date Issued:	Policy:	Authorized by:
06/01/1998		Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
07/14/2006	1 of 2	
Policy Title: Job Overview – Administration – Asst. State Fire Marshal		

DESIGNATED PRINCIPAL ASSISTANT (ASSISTANT STATE FIRE MARSHAL)

Definition:

Under the supervision of the State Fire Marshal, the Designated Principal Assistant shall perform the duties and exercise the powers and have the rights, privileges and responsibility conferred by the Revised Missouri Statutes, Chapter 320 as well as the applicable sections of Chapters 701, 605, 316 and 210, RSMo.

Essential Knowledge, Skills and Abilities:

Applicant must have a working knowledge of all fire laws and regulations of the State of Missouri including arson, fireworks and explosives. Shall possess a working knowledge of all aspects of the fire service to include, but not limited to, fire investigation, criminal investigation, fire prevention, and public education. Shall be well versed in the organization and operations of career, volunteer and combination career/volunteer fire service organizations and law enforcement agencies.

Shall be knowledgeable on personnel management techniques to include supervision, leadership, evaluation and training.

Examples of Work:

The Designated Principal Assistant will act on behalf of the State Fire Marshal in his/her absence. Shall provide oversight of those units and programs within the Division as assigned by the State Fire Marshal.

Oversees formulation, promulgation, and implementation of rules and regulations for units and programs assigned in order to maintain relevance and ensure currency. Assists the State Fire Marshal with legislation and homeland security planning.

Strategic Planning Coordinator for the Division of Fire Safety; serves on the Strategic Planning team for the Department.

Legal Requirements:

Must be of good moral character; shall not have been convicted of a felony or other crime involving moral turpitude; shall be a citizen of the United States and shall have been a tax paying resident of this state for at least three (3) years immediately preceding appointment.

POLICIES AND PROCEDURES



Applicants shall possess ordinary physical strength and be able to pass such physical and mental examinations as the State Fire Marshal may deem necessary. Any person holding this position shall not hold any other commission or office, elective or appointive, or accept any other employment or compensation, reward, or gift, other than regular salary and expenses for the performance of official duties.

Condition of Employment:

Applicants must possess a valid Missouri motor vehicle operator's license and be able to operate a motor vehicle. Persons appointed to this position must have a telephone in their residence. The Designated Principal Assistant shall be subject to call twenty-four (24) hours per day.

Education and Experience:

Graduation from accredited high school or possession of a high school equivalence certificate.

A minimum of ten (10) years fire service experience, which may include service in state, municipal, military, or a degree in fire protection engineering may satisfy five (5) years of this requirement.





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Date Revised:	Page:	DPS/OA Policy Reference:
01/01/2002	1 of 2	
Policy Title: Job Overview – Administration – Administrative Office Support Assistant		

ADMINISTRATIVE OFFICE SUPPORT ASSISTANT

Definition:

This is professional accounting work performed according to established procedures and regulations. The employee exercises considerable judgment in charging or crediting of accounts and in the distribution of costs. This position reports to the Fiscal and Administrative Manager.

Essential Knowledge, Skills and Abilities:

Knowledge of the Office of Administration accounting practices including SAM II Financial procedures.

Working knowledge of accounting principles and practices and ability to apply them to varied accounting transactions.

Ability to prepare complete and accurate accounting reports.

Ability to interpret moderately difficult financial reports.

Ability to perform detailed work using statistical and financial data.

Knowledge of PC operating systems, Windows and Microsoft Office programs to include Excel.

Examples of Work:

Determines accounts to be charged or credited and distributes costs.

Liaison with vendors and state offices on accounting matters.

Gathers, reconciles and prepares financial documents pertaining to employee expenditures, accounts payable and procurement.

Prepares purchase orders, contract releases, requisitions and bid requests.

Accurate accounting for all Division contracts for fire fighter training with various vendors using various funds and appropriations.

POLICIES AND PROCEDURES



Reconciles accounts receivable with corresponding units; prepares revenue transmittals for deposits accordingly.

Maintains employee expense accounts, mileage and gas usage data files.

Updates and maintains general ledgers.

Maintains the Division's inventory and property control system; performs inventory audits; makes recommendations to surplus or destroy damaged or non-repairable items; maintains records accordingly.

Maintains the fleet management system for the Division. Keeps records on the maintenance and expenses associated with Division vehicles. Prepare documentation for licensing and titling of state vehicles.

Performs other related work as assigned.

Establish and maintain good working relationship with managers, staff and public. Develop a professional and cooperative attitude that advances the Division's goals, minimizes negative feedback, and does not adversely affect the work of others.

Education and Experience:

Graduation from an accredited four-year college or university with specialization in accounting, or four (4) years of governmental accounting. Previous experience in a similar position may fulfill part of this requirement on a year for year basis.

Must possess a valid Missouri driver's license and be able to operate a motor vehicle.

There is a six (6) month probationary period for this job classification. Employment may be terminated at any time during this period for any reason.





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06/01/1998		Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
01/01/2002	1 of 2	
Policy Title: Job Overview – Administration – Personnel Analyst I		

PERSONNEL ANALYST I

Definition:

An employee of this class performs varied or specialized duties related to some aspect of personnel work. The employee must exercise some independent judgment and discretion in contact with state personnel and the public in applying established rules and policies to personnel issues. This position reports to the Fiscal and Administrative Manager.

Essential Knowledge, Skills and Abilities:

Some knowledge of the principles of public personnel administration, including a knowledge of methods and techniques of examination, position classification and transaction process. Some knowledge of governmental organization and types and content of a wide variety of positions common to state agencies. Some knowledge of applicable statistical concepts and methods.

Knowledge of the Office of Administration Human Resource policies and practices including SAM II HR procedures.

Ability to present ideas in an effective manner either orally or in writing. Ability to establish and maintain effective working relationships with Division supervisors, employees and the general public.

Examples of Work:

Computes gross pay; records payroll deductions; records change in payroll exemptions; performs timekeeping duties and prepares payroll requisitions; notifies supervisors of employees' schedule of probationary/within grade pay increases. Maintains personnel files and records.

Counsels employees in respect to benefits; completes required documentation. Serves as the liaison between the agency and the Division of Personnel and Missouri Consolidated Health Care and Missouri State Employee Retirement System.

Participates in administration of the Workmen's Compensation law, Fair Labor Standards law and other laws affecting the workforce. Replies to correspondence regarding employment inquiries; reviews applications for employment to determine if the specified qualifications are met; oversees and scores pre-employment examinations; participates in the interviewing process.

POLICIES AND PROCEDURES



Makes recommendations regarding recruitment and general personnel policy and procedures to be approved by a supervisor. Prepares detailed personnel reports as requested by the State Fire Marshal or the Fiscal and Administrative Manager.

Serves as coordinator for all Sunshine Law requests submitted to the Division.

Establish and maintain good working relationship with managers, staff and public. Develop a professional and cooperative attitude that advances the Division's goals, minimizes negative feedback, and does not adversely affect the work of others.

Education an Experience:

Graduation from a four-year college or university including 18 semester hours in one or a combination of the following subjects; public personnel or business administration, labor or industrial relations, psychology, statistics or other closely related areas. Responsible experience in some other personnel administrative areas may be substituted on a year-for-year basis for the required education.

There is a six (6) month probationary period for this job classification. Employment may be terminated at any time during this period for any reason.





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Date Revised:	Page:	DPS/OA Policy Reference:
07/14/2006	1 of 2	
Policy Title: Job Overview – Administration – Fiscal and Administrative Manager		

FISCAL AND ADMINISTRATIVE MANAGER

Definition:

This is administrative work involving responsibility for the fiscal, procurement, and other related support activities of a state agency. An employee in this class has primary responsibility for state-wide fiscal planning and accounting functions involving state, federal and other funds. The employee is responsible for managing supply, procurement and support services. This position reports to the State Fire Marshal.

Essential Knowledge, Skills and Abilities:

Thorough knowledge of the general principles of fiscal control, procurement and supply and other related office service and functions.

Considerable knowledge of modern office practices, principles and procedures.

Considerable knowledge of principles and practices of public and business administration.

Ability to establish and maintain working relationships with state and local officials and employees.

Ability to read, comprehend and apply procedures for the central control of fiscal and procurement activities.

Ability to project operating needs.

Establish and maintain good working relationship with managers, staff and public. Develop a professional and cooperative attitude that advances the Division's goals, minimizes negative feedback, and does not adversely affect the work of others.

Examples of Work:

Prepares Division of Fire Safety's annual budget. Establishes necessary expenditure controls for various programs and activities in order to keep within the budget.

Prepares legislative fiscal note responses. Conducts bill reviews as they pertain to the Division.

POLICIES AND PROCEDURES



Administers budgets within the Division; personal services, expense and equipment, and training funds. Develop accounts receivable, accounts payable, balance and projection reports.

Establishes necessary expenditure controls for various programs and activities in order to keep within the budget.

Approves payroll; directs and supervises the maintenance of personnel files and records, and the processing of personnel actions in conformity with agency policies, rules and regulations, fair employment practices, etc.

Assists in determining staffing needs, recruitment, training and general personnel policy.

Directs and approves the procurement of supplies and equipment; financial documents pertaining to employee expenditures, and accounts payable.

Directs and supervises the procedures for all accounts receivable; approves revenue transmittals for deposits.

Track state legislation as it pertains to the Division.

Attend appropriation, budget, and legislative hearings relating to the budget and functions of the Division.

Attend appropriation, budget, and legislative hearings relating to the budget and functions of the Division.

Supervise administration unit support and coordinate data processing staff.

Performs other related work as assigned.

Education and Experience:

Three years of professional experience in accounting, auditing, budgeting or procurement and graduation from an accredited four-year college or university with specialization in public or business administration, accounting or closely related areas. Professional or technical work in accounting, auditing, budgeting, general business administration or in closely related experience may be substituted on a year-for-year basis for the formal education requirement.

Must possess a valid Missouri driver's license and be able to operate a motor vehicle.

There is a six (6) month probationary period for this job classification. Employment may be terminated at any time during this period for any reason.





Date Issued:	Policy:	Authorized by:
06/01/1998		Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
01/01/2002	1 of 1	
Policy Title: Job Overview - Administration - Office Support Assistant - Keyboarding		

Office Support Assistant - Keyboarding

Definition:

This is an intermediate level clerical and typing position of moderate difficulty and complexity involving a variety of tasks. This position reports to the Fiscal and Administrative Manager.

Essential Knowledge, Skills and Abilities:

One year of clerical experience. Typing ability of 50 words per minute. Knowledge of transcription equipment, word processing and other standard office equipment. Familiar with generally accepted accounting procedures. Knowledge of PC operating systems, Windows and Microsoft Office programs.

Establish and maintain good working relationship with managers, staff and public. Develop a professional and cooperative attitude that advances the Division's goals, minimizes negative feedback, and does not adversely affect the work of others.

Examples of work:

Serves as the receptionist for the Division of Fire Safety. Screens and forwards incoming calls to the appropriate personnel. Pick up, open, date stamp and distribute mail daily. This position is responsible of recording, copying and distributing all incoming revenues to the appropriate units daily. Clerical support to the administration management staff.

Education and experience:

Graduation from an accredited high school or possession of a high school equivalence certificate.

Must possess a valid Missouri driver's license and be able to operate a motor vehicle.

There is a six (6) month probationary period for this job classification. Employment may be terminated at any time during this period for any reason.





Date Issued:	Policy:	Authorized by:
06/01/1998		Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
07/14/2006	1 of 3	
Policy Title: Job Overview – Investigation Unit – Law Enforcement Manager		

LAW ENFORCEMENT MANAGER

Definition:

Working independently and under the direction of the State Fire Marshal or Assistant State Fire Marshal, the Law Enforcement Manager (Deputy Chief of Investigations and Fireworks) shall supervise the operation and personnel of the Investigation and Fireworks unit.

Essential Knowledge, Skills and Abilities:

Working knowledge of all laws and regulations relating to fires, explosions, and fireworks of the state of Missouri. Shall be competent in the techniques of fire and criminal investigation. Shall be well versed in the organization and operation of both volunteer, career and combination volunteer/career fire and law enforcement organizations. Shall be well versed in the techniques of conducting criminal investigations. Shall supervise investigators in all fields of investigations. Shall be knowledgeable in the field of personnel management including leadership, evaluation, and training. Be knowledgeable of the policies, procedures, rules, and regulations of the Division of Fire Safety.

Have and maintain the ability to:

- establish and maintain an effective working relationship with others
- understand and follow written and oral instruction
- communicate effectively in oral and written forms
- make decisions in accordance with laws, policies, and regulations and apply these to work-related situations
- formulate logical, reasonable conclusions based on available factual information
- understand and interpret all non-verbal communication

Examples of Work:

Supervise investigators conducting fire, arson and fireworks investigations throughout the state.

The Law Enforcement Manager shall ensure that the investigative personnel participate in ongoing training programs in both fire investigation and law enforcement studies. The Law Enforcement Manager shall, when required, take charge of or assist in multi-agency investigations. It shall be the duty of the Law Enforcement Manager to evaluate the performance of each Fire Investigation Supervisor and the unit Executive I.

POLICIES AND PROCEDURES



The Law Enforcement Manager shall supervise all major investigations.

The Law Enforcement Manager may be requested by the State Fire Marshal to assist in the formulation of rule changes that may be necessary for any of the state statutes within the Division's jurisdiction.

The Law Enforcement Manager shall supervise the Division's programs involving the licensure/permitting of the fireworks industry and the licensure of private fire investigators.

Legal Requirements:

Applicants must be at least twenty-five (25) years of age. Must be of good moral character; shall not have been convicted of a felony or other crime involving moral turpitude; shall be a citizen of the United States and shall have been a tax paying resident of the state of Missouri for at least three years immediately preceding appointment. Applicants shall possess ordinary physical strength and be able to pass such physical and mental examinations as the State Fire Marshal may deem necessary. Must be certified as a police officer with the P.O.S.T. Commission with the Department of Public Safety in the State of Missouri.

Conditions of Employment:

Applicant must possess a valid Missouri motor vehicle operator's license and be able to operate a motor vehicle. Persons appointed to this position must have a telephone in their residence and shall be subject to calls twenty-four (24) hours per day. Any person holding this position shall not hold any other commission or office, elective or appointed, or accept any other employment or compensation, reward, or gift, other than regular salary and expenses for the performance of official duties. Appointments to special boards and committees may be directed by the Director of the Missouri Division of Fire Safety.

Education and Experience:

Graduation from an accredited high school or possession of a high school equivalence certificate.

A minimum of ten (10) years fire service or law enforcement experience, which may include service with state, municipal, military, or industrial fire protection engineering. An equivalent degree, which is determined by the Director of the Missouri Division of Fire Safety, from a recognized college or university may satisfy fire (5) years of this requirement. Completion of a specialized training course on arson detection and investigation, by a recognized, certified and accredited institution. Part of above requirement may be waived by the Director of the Missouri Division of Fire Safety.

Must hold certification as a fire investigator with the Missouri Division of Fire Safety. Must be capable of obtaining Missouri Division of Fire Safety Certification as an instructor.

POLICIES AND PROCEDURES



There is a six (6) month probationary period for this job classification. Employment may be terminated at any time during this period for any reason.





Date Issued:	Policy:	Authorized by:
06/01/1998		Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
07/14/2006	1 of 2	
Policy Title: Job Overview – Investigation Unit – Fire Investigation Supervisor		

FIRE INVESTIGATION SUPERVISOR

Definition:

Under the supervision of the Law Enforcement Manager of the Investigations and Fireworks Unit, the Fire Investigation Supervisor (Regional Chief Fire Investigator) shall assist the Law Enforcement Manager when directed in the administrative duties and operations of the investigation unit.

Essential Knowledge, Skills and Abilities:

Working knowledge of all laws and regulations relating to fire, explosions, and fireworks for the state of Missouri. Shall be competent in the techniques of fire and criminal investigation. Must hold all certifications required of Fire Investigator. Shall be well versed in the organization and operation of volunteer, career and combination volunteer/career fire and law enforcement organizations. Shall be well versed in the techniques of conducting criminal investigations in all the above categories.

Shall supervise investigators in all fields of investigations. Be knowledgeable in the field of personnel management including leadership, evaluation, and training. Be knowledgeable of policies, procedures, rules, and regulations of the Division of Fire Safety.

Have and maintain the ability to:

- establish and maintain an effective working relationship with others
- understand and follow written and oral instruction
- communicate effectively in oral and written forms
- make decisions in accordance with laws, policies, and regulations and apply these to work-related situations
- formulate logical, reasonable conclusions based on available factual information
- understand and interpret all non-verbal communication skills.

Examples of Work:

When on assigned duty the Fire Investigation Supervisor must be available to respond for any assigned investigation within the State of Missouri on a 24 hour basis. Shall supervise the activities of fire investigators within the State of Missouri. Shall respond to the scene of major investigations when requested to do so by the State Fire Marshal, Assistant State Fire Marshal or the Law Enforcement Manager. Shall personally supervise major investigations; including but not limited to: coordination of the overall investigation; supervision of personnel; provide a

POLICIES AND PROCEDURES



liaison between the Division of Fire Safety and other agencies; and assign other personnel as needed. Shall take charge or assist in multi-agency investigation that relate to fire, explosion, and related crimes. Shall evaluate the job performance of assigned investigators. Shall schedule a duty roster for investigators. Approve weekly reports and schedule and approve leave time for assigned personnel. Shall be qualified and exceed in all qualifications needed as an arson investigator.

Legal Requirements:

Shall be of good moral character. Shall not have been convicted of a felony or other crime involving moral turpitude. Shall be a citizen of the United States and shall have been a taxpaying resident of the State of Missouri for at least three years immediately preceding appointment. Shall possess ordinary physical strength and be able to pass such physical and mental examinations as the State Fire Marshal may deem necessary. Must be certified as a police officer with the P.O.S.T. Commission with the Department of Public Safety in the State of Missouri.

Conditions of Employment:

Must possess a valid Missouri motor vehicle operator's license. Persons appointed to this position must have a telephone in their residence and shall be subject to call twenty-four hours per day. Any person holding this position shall not hold any other employment or receive any compensation, reward or gifts, other than regular salary and expenses for the performance of official duties.

Education and Experience:

Shall be a graduate of an accredited high school or in lieu thereof, shall have obtained a certificate of equivalency from the state department of elementary and secondary education. A minimum of five years fire service or law enforcment which may include service in a public or private agency. An equivalent degree, to be determined by the State Fire Marshal, may satisfy all or part of the requirements. Successful completion of a specialized training school on arson detection and investigation by a recognized institution or agency.

Must hold certification as a fire investigator with the Missouri Division of Fire Safety.

There is a six (6) month probationary period for this job classification. Employment may be terminated at any time during this period for any reason.





Date Issued:	Policy:	Authorized by:
06/01/1998		Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
07/14/2006	1 of 2	
Policy Title: Job Overview – Investigation Unit – Fire Investigator		

FIRE INVESTIGATOR

Definition:

This is an entry level investigative position. An employee in this status will report to the Fire Investigation Supervisor in charge of their region.

Essential Knowledge, Skills, and Abilities:

Applicants must have a working knowledge of all fire laws and regulations of the State of Missouri including arson, fireworks and explosives. Shall be competent in the techniques of fire and criminal investigations. Investigators must be able to express themselves both orally and in writing to both public and private officials and citizens. Must be able to evaluate facts and come to an accurate conclusion from information received from an investigation.

Examples of Work:

Investigate the origin, cause and circumstances of assigned fires and or explosions in the State of Missouri. Must conduct or assist in conducting hearings in attempting to establish facts concerning fire losses. Will cooperate and assist police, fire and other law enforcement during investigations involving arson, explosions and other related offenses. Be able to evaluate physical evidence from a scene to come to an accurate conclusion of the cause of the loss. Testify in court or other legal proceedings concerning investigations. Be knowledgeable of policies, procedures, rules, and regulations of the Division of Fire Safety.

Have and maintain the ability to:

- establish and maintain an effective working relationship with others
- understand and follow written and oral instruction
- communicate effectively in oral and written forms
- make decisions in accordance with laws, policies, and regulations and apply these to work problems
- formulate logical, reasonable conclusions based on available factual information
- understand and interpret all non-verbal communication skills.

Legal Requirements:

Applicants must be at least 21 years of age. Must be of good moral character, shall not have been convicted of a felony or other crime involving moral turpitude. They must be a citizen of the United States and shall have been a taxpaying resident of the State of Missouri at least three years immediately preceding their appointment. Applicants shall possess ordinary

POLICIES AND PROCEDURES



physical strength and be able to pass such physical and mental examinations as the State Fire Marshal may prescribe. Must be certified as a police officer with the P.O.S.T. Commission with the Department of Public Safety in the State of Missouri. Employee may not hold any other commission or employment.

Conditions of Employment:

Applicants must possess a valid Missouri motor vehicle operator's license and be able to operate a motor vehicle. Persons appointed to this position must have a telephone in their residence and shall be subject to call twenty-four hours a day. Applicants must be willing to relocate to any location within the State of Missouri as may be directed by the State Fire Marshal. Must attain certification in the proper use and operation of Self Contained Breathing Apparatus (SCBA), within the specified probationary period. Must hold certification as a fire investigator with the Missouri Division of Fire Safety or attain such certification within the specified probationary period.

Education and Experience:

Graduation from an accredited high school or possession of a high school equivalence certificate.

A minimum of three years fire service or law enforcement experience which may include service with a public or private agency. An equivalent degree determined by the State Fire Marshal may satisfy part or all of this requirement.

There is a six (6) month probationary period for this job classification. Employment may be terminated at any time during this period for any reason.





Date Issued:	Policy:	Authorized by:
06/01/1998		Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
07/14/2006	1 of 1	
Policy Title: Job Overview – Investigation Unit – Specialist Position – CVSA Examiner		

COMPUTER VOICE STRESS ANALYSIS (CVSA) EXAMINER

Definition:

This is a specialized position where the examiner must be able to complete the normal assigned investigations as well as special assignments involving examination with the CVSA.

Essential Knowledge, Skills, and Abilities:

The CVSA examiner must meet all of the requirements for the position of fire investigator. Shall be knowledge of policies, procedures, rules and regulations relating to the operation of the CVSA instrument. Shall be proficient in the operation, interpretation, and maintenance of the assigned CVSA instrument.

Examples of Work:

Any one position may not include all the duties listed, nor do the listed examples include all tasks required of this position. Administer CVSA examinations to suspects, witnesses, victims, and informants for, but not limited to, local, county, state and federal government law enforcement agencies to aid in investigations. Prepare reports on the examinations to be submitted to supervisors. Inspect and maintain instrument. Testify on the instrument and the results of the examination.

Education and Experience:

Three (3) years employment as a Division Fire Investigator.

Graduation from an accredited CVSA program and retained certification as a CVSA Operator.





Date Issued:	Policy:	Authorized by:
06/01/1998		Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
07/14/2006	1 of 1	
Policy Title: Job Overview - Investigation Unit - Specialist Position - Canine Specialist		

CANINE SPECIALIST INVESTIGATOR

Definition:

This is a specialized position where the canine handler must be able to complete the normal assigned investigations and must be capable of controlling and budgeting work hours along with the special assignments involving the canine.

Examples of Work:

The Canine Specialist Investigator must meet and maintain all of the requirements for the position of fire investigator. Shall be responsible for the care, housing, and well-being of the assigned canine at all times.

Must maintain adequate records of the canine health and training and the investigations conducted.

Must be familiar with the operating procedures concerning the canine program as well as current case law concerning canines. Must be able to properly interpret indicators given by the canine in the course of any investigation. Must be able to respond twenty-four hours a day when directed by a supervisor, for an investigation.

Upon request of a supervisor, the Canine Specialist must make the team available for public relations to promote this program and the Missouri Division of Fire Safety. This list of items is not limited to, nor do they include or reflect all the necessary duties to be performed in this specialist position.

Education and Experience:

Three (3) years employment as a Division Fire Investigator.

Graduation from a canine training program approved by the State Fire Marshal and retained certification as a canine team.





Date Issued:	Policy:	Authorized by:
06/01/1998		Randy L. Cole
Date Revised: 07/14/2006	Page: 1 of 2	DPS/OA Policy Reference:
Policy Title: Job Overview – Investigation Unit – Executive I		

EXECUTIVE I

Definition:

This is technical work involving responsibility for a variety of business management and/or support service functions, or comparable work involving specialization in more complex function. An employee in this class performs technical business management or support service duties such as procurement and supply, and related activities. Work may involve acting as an assistant to an administrative officer or higher rank, in an agency with complex administrative activities with delegated responsibility for a specialized phase of the business management or support service function, or in an agency or facility with less complex administrative activities, the employee may be personally responsible for a number of support services. Work normally requires the exercise of discretion of independent judgment in applying rules and procedures to work problems. Supervision is generally exercised over support service and clerical staff. Duties are usually performed under general supervision within the framework of organizational procedures, however marked deviations from established policies and procedures are cleared with the Law Enforcement Manager.

Essential Knowledge, Skills and Abilities:

Good working knowledge of the English language. Knowledge of transcription equipment. Be well versed on the operation and have the ability to operate word processing and other standard office equipment.

Be able to interpret and apply Missouri Division of Fire Safety policies and procedures. Be able to understand and carry out complex oral and written directions and to maintain complex records system. Ability to establish and maintain effective working relationships with public and private sectors. Ability to train subordinates and to plan and organize their work.

Establish and maintain good working relationship with managers, staff and public. Develop a professional and cooperative attitude that advances the Division's goals, minimizes negative feedback, and does not adversely affect the work of others.

Examples or Work:

Review reports from the field staff and make corrections as needed.

Oversee the proper procedures of the evidence locker.

Be able to evaluate and write written performance appraisals.





Prepare oral and written communication to be presented to federal, state and local fire/law enforcement personnel. Prepare or review all reports and licenses for fireworks statute.

Keep logs on all fire, explosion and fireworks investigations and provide the necessary security on these reports. Be prepared to testify in court on necessary facts relating to their job functions and the investigation units activities.

Maintain oversight of a control system for the procurement and tracking of necessary supplies used by the investigation unit. Performs other related work as assigned.

Education and Experience:

Graduation from an accredited high school or possession of a high school equivalence certificate.

Must have one (1) year experience in a secretarial position. Must have typing skills of at least 50 words per minute. Part of the above may be waived by the State Fire Marshal. Must have the necessary security clearance to operate the MULES System.





Date Issued:	Policy:	Authorized by:
06/01/1998		Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
07/14/2006	1 of 2	
Policy Title: Job Overview – Investigation Unit – Office Support Assistant		

OFFICE SUPPORT ASSISTANT (KEYBOARDING)

Definition:

This is an intermediate level clerical and typing position of moderate difficulty and complexity involving a variety of tasks. Work may involve performing secretarial duties for one or more individuals. Work is performed under the general supervision of the Executive I of the Investigation Unit; however, the employee works independently within established guidelines. Assistance is available from a supervisor when unusual or difficult problems arise.

Essential Knowledge, Skills and Abilities:

Good working knowledge of the English language. Be able to understand and carry out oral and written directions and to maintain complex records system. Operates standard office equipment including keyboard. Knowledge of office practices, procedures and equipment. Must have typing skills of at least 50 words per minute. Ability to establish and maintain effective working relationships with public and private sectors.

Establish and maintain good working relationship with managers, staff and public. Develop a professional and cooperative attitude that advances the Division's goals, minimizes negative feedback, and does not adversely affect the work of others.

Examples of Work:

Serve as information clerk for the unit.

Review reports from the field staff and make corrections as needed. Composes and types correspondence and inter-office communication dealing with routine matters.

Maintains log of all fires, explosions and fireworks investigations.

Maintain a control system for the procurement and tracking of necessary supplies used by the investigation unit.

Type and file fireworks permits (licenses) in an official and orderly manner, thus assuring utmost accuracy. Maintain copies of approved permits and mail the appropriate documentation to the approved business. Maintain permanent records of business files and payments.

POLICIES AND PROCEDURES



Education and Experience:

Graduation from an accredited high school or possession of a high school equivalence certificate. One year clerical experience. Part of the above may be waived at the direction of the State Fire Marshal.





Date Issued:	Policy:	Authorized by:
06/01/1998		Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
07/14/2006	1 of 2	
Policy Title: Job Overview – Boiler & Pressure Vessel Unit – Public Safety Manager		

PUBLIC SAFETY MANAGER – Boiler and Pressure Vessel Safety Unit

Definition:

Working independently and under the direction of the State Fire Marshal or the Assistant State Fire Marshal and with guidance from the Boiler and Pressure Vessel Safety Board, The Public Safety Manager (Deputy Chief) of the Boiler and Pressure Vessel Unit supervises the operation and personnel of the Boiler and Pressure Vessel Unit and ensures that all requirements of the statutes and rules and regulations governing the unit are met.

Examples of Work:

Supervises the operation and personnel of the Boiler and Pressure Vessel Unit. Trains boiler and pressure vessel inspectors, as well as the unit's secretarial, accounting, and data entry personnel. Self trains in management, supervisory, and technical skills. Working independently, makes regular periodic inspections of boiler and pressure vessels.

Makes necessary recommendations to correct any unsafe conditions found. Makes reports of inspection on web-based system describing conditions observed and recommendations, if any. Maintains records of all boilers and pressure vessels certificated in Missouri. Conducts accident investigations and compiles reports. Participates or performs shop reviews for National Board "R" Stamp accreditation.

Attends hearings and assists in preparing budgets and fiscal notes as necessary. Develops information for the Boiler and Pressure Vessel Rules Board and maintains minutes of all meetings.

Administers the National Board examination four (4) times per year, as requested. Commissions, on behalf of the State, special inspectors and deputy inspectors annually.

Documents problems and recommends removal of commissions to the State Fire Marshal, as necessary.

Legal Requirements:

Must be of good moral character; shall not have been convicted of a felony or other crime involving moral turpitude; and shall be a citizen of the United States. Shall hold a Missouri drivers license within 10 days of employment. This position is a bonded position.

POLICIES AND PROCEDURES



Conditions of Employment:

Any person holding this position shall not hold any other State commission or State office, elective or appointive, or accept any other employment or compensation, reward, or gift, other than regular salary and expenses for the performance of official duties.

Education and Experience:

Graduate from an accredited school, with a degree in engineering plus one (1) year experience in design, construction, operation or inspection of high pressure boilers and pressure vessels; or an associate degree in mechanical technology plus two (2) years experience in design, construction, operation or inspection of high pressure boilers and pressure vessels; or a high school education or the equivalent plus three (3) years experience, (a) in high pressure boiler and pressure vessel construction or repair, or (b) in charge of high pressure boiler and pressure vessel operation, or (c) in the inspection of high pressure boilers and pressure vessels. A PE license is desirable but not mandatory. Minimum of ten (10) years experience in the design, construction, installation, inspection, operation, maintenance or repair of high pressure boilers and pressure vessels as a mechanical engineer, steam operating engineer, boilermaker, or boiler or pressure vessel inspector, and shall have passed the National Board examination. Shall have the National Board "B" endorsement and be able to qualify as shop review team leader by the National Board standards. Two years experience as a manager, trainer, or supervisor is required.





Date Issued:	Policy:	Authorized by:
06/01/1998		Randy L. Cole
Date Revised: 07/01/2001	Page: 1 of 2	DPS/OA Policy Reference:
Policy Title: Job Overview – Boiler & Pressure Vessel Unit – Boiler & Pressure Vessel Inspector		

BOILER & PRESSURE VESSEL INSPECTOR

Definition:

Boiler & Pressure Vessel Inspectors work independently under the supervision of the Public Safety Manager of the Boiler and Pressure Vessel Unit inspecting boilers and pressure vessels as required by statute, rules and regulations.

Examples of Work:

Schedules and makes regular periodic inspections of boiler and pressure vessels in an assigned territory. Makes necessary engineering calculation and resulting recommendations to correct any unsafe conditions found. Makes reports of inspection on web-based system describing conditions observed and recommendations, if any. Under general supervision makes accident investigations and reports. Provides presentations as requested.

Legal Requirements:

Must be of good moral character; shall not have been convicted of a felony or other crime involving moral turpitude; and shall be a citizen of the United States. Shall have and maintain a valid driver's license in one of the fifty United States and hold a Missouri driver's license within 10 days of employment. This position is a bonded position.

Conditions of Employment:

Any person holding this position shall not hold any other State of Missouri commission or state office, elective or appointive, or accept any other employment or compensation, reward, or gift, other than regular salary and expenses for the performance of official duties.

Education and Experience:

Graduate from an accredited school, with a degree in engineering plus one (1) year experience in design, construction, operation or inspection of high pressure boilers and pressure vessels; or an associate degree in mechanical technology plus two (2) years experience in design, construction, operation or inspection of high pressure boilers and pressure vessels; or a high school education or the equivalent plus three (3) years experience, (a) in high pressure boiler and pressure vessel construction or repair, or (b) in charge of high pressure boiler and pressure vessel operation, or (c) in the inspection of high pressure boilers and pressure vessels. Minimum of five (5) years experience in the construction, maintenance, repair, or operation of high pressure boilers and pressure vessels as a mechanical engineer, steam operating engineer, boilermaker, or a boiler or pressure vessel inspector, and should be

POLICIES AND PROCEDURES



able to pass the National Board examination within a year of hire. Must possess verbal skills necessary to present recommendations and writing skills for documenting recommendations.





Date Issued:	Policy:	Authorized by:
06/01/1998		Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
07/14/2006	1 of 2	
Policy Title: Job Overview – Boiler & Pressure Vessel Unit – Senior Office Support Assistant		

SENIOR OFFICE SUPPORT ASSISTANT (KEYBOARDING)

Definition:

The Senior Office Support Assistant is assigned to serve in the capacity of providing the necessary clerical support to the Boiler and Pressure Vessel Unit. This employee will report to the Public Safety Manager of the Boiler and Pressure Vessel Unit.

Essential Knowledge, Skills and Abilities:

One year of clerical experience. Typing ability of 50 words per minute. Knowledge of transcription equipment, word processing and other standard office equipment. Knowledge of PC operating systems, Windows and Microsoft Office programs. Familiar with data bases and generally accepted accounting and collection procedures.

Establish and maintain good working relationship with managers, staff and public. Develop a professional and cooperative attitude that advances the Division's goals, minimizes negative feedback, and does not adversely affect the work of others.

Examples of Work:

Provide the necessary clerical support to the Boiler and Pressure Vessel Unit. In the absence of the Public Safety Manager, the State Fire Marshal and the Asst. State Fire Marshal, shall perform those duties necessary to respond to questions that may arise. Responsible for all accounting including questions that may arise and resolution to those questions within the guidelines of the Division of Fire Safety and the State of Missouri. Responsibilities include training and supervision of data entry person and other clerical help as needed.

Responsibilities include preparing reports and letters in an efficient and timely manner.

Responsible for maintaining the files as needed by the unit. Preparing minutes for the Board of Boiler and Pressure Vessels Rules. Entering accounts receivable and following up and collecting overdue invoices. May include a limited amount of travel (1-4 nights per year).

Education and Experience:

Graduate from an accredited high school or possession of a high school equivalence certificate. One (1) year of responsible experience in a secretarial position. One (1) year experience in accounting and/or data processing.

POLICIES AND PROCEDURES







Date Issued:	Policy:	Authorized by:
06/01/1998		Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
07/14/2006	1 of 2	
Policy Title: Job Overview – Fire Safety Inspection Unit – Fire Inspection Supervisor		

FIRE INSPECTONSUPERVISOR

Definition:

Working independently and under the direction of the State Fire Marshal or the Assistant State Fire Marshal, the Fire Inspection Supervisor (Regional Chief Fire Inspector) of the Fire Safety Inspection Unit, shall enforce promulgated or applicable fire safety rules and regulations for Department of Health, Department of Mental Health and Division of Family Services and conduct public fire safety educational programs throughout the State. The Fire Inspection Supervisor also supervises the activities of fire safety inspectors assigned to their region.

Essential Knowledge, Skills, and Abilities:

Applicants have a thorough knowledge of all applicable fire safety rules and regulations. Possess ability to express themselves to facility administrator or providers, architects, professional engineers, government officials and the public; establish and maintain harmonious public relations; make written reports of fire prevention activities and keep records of same; recognize fire and safety hazards and prescribe corrective action; cooperate with fire and law enforcement agencies and all other organizations involved in fire prevention. The Fire Inspection Supervisor must be certified as a Fire Safety Inspector by the Missouri Division of Fire Safety.

Examples of Work:

Supervise the activities of fire safety inspectors assigned to their region, to include review of weekly and monthly reports.

Shall assist fire safety inspectors with problematic fire safety inspections. Shall evaluate the job performance of assigned fire safety inspectors and complete performance appraisal documentation.

Perform public relations duties by making presentations to fire service and any other appropriate groups as assigned.

Shall conduct plan reviews of new construction and remodeling projects. Shall conduct framing and wiring inspections, rough-in inspections and acceptance inspection of fire alarms and sprinklers, and conduct all final inspections on new and existing facilities. Shall review variances to rules and make appropriate recommendations.

Conduct assigned fire safety inspections.

POLICIES AND PROCEDURES



Assist in the drafting of additional rules and regulations or changes to existing rules and regulations as needed.

Shall act as a liaison to agencies which require fire safety inspections for licensing purposes.

Shall have a working knowledge various fire safety codes, specifically, NFPA's *Life Safety 101* and standards.

Legal Requirements:

Person must be at least 22 years of age. Must be of good moral character, shall not have been convicted of a felony or other crime involving moral turpitude, shall be a citizen of the United States and shall have been a tax paying resident of Missouri for at least three (3) years immediately preceding appointment. Applicants shall possess ordinary physical strength and be able to pass such physical and mental examinations as the State Fire Marshal may deem necessary.

Conditions of Employment:

Applicants must possess a valid Missouri Motor Vehicle operator's license and be able to operate a motor vehicle. Persons appointed to this position must have a telephone in their residence. Any person holding this position shall not hold any other employment without prior approval of the State Fire Marshal, nor shall receive any compensation, reward, or gift, other than regular salary and expenses for the performance of official duties.

Education and Experience:

Graduation from accredited high school or have obtained a high school equivalence certificate. Minimum of two (2) years experience as Fire Safety Inspector with Division of Fire Safety.

An equivalent degree, to be determined by the State Fire Marshal, may satisfy all or part of the requirement.

Successful completion of National Fire Academy and Division of Fire Safety courses listed below or other classes that are work related and approved by the State Fire Marshal or Assistant State Fire Marshal:

Fire Inspection Principles or (State Equivalent)
Principles of Fire Protection: Structures & Systems
Plan Review for Inspectors
Fire Inspector Certification Course





Date Issued:	Policy:	Authorized by:
06/01/1998		Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
07/14/2006	1 of 2	
Policy Title: Job Overview –Fire Safety Inspection Unit – Fire Inspector		

FIRE INSPECTOR

Definition:

Under the direction of the Fire Inspection Supervisor, individuals in this position enforce promulgated or applicable fire safety rules and regulations for Department of Health, Department of Mental Health and Division of Family Services and conduct public fire safety educational programs throughout the State. Inspectors work independently and maintain a specific caseload; ensuring fire safety inspections are conducted in a timely manner.

Essential Knowledge, Skills, and Abilities:

Applicants have a thorough knowledge of all applicable fire safety rules and regulations. Shall be well versed in the techniques of conducting a fire safety inspection. Inspectors shall have the ability to express themselves to facility administrators or providers, government officials and the public; establish and maintain harmonious public relations; make written reports of fire prevention activities and keep records of same; recognize fire and safety hazards and prescribe corrective action; cooperate with fire and law enforcement agencies and all other organizations involved in fire prevention. Applicants must be certified as a Fire Safety Inspector by the Missouri Division of Fire Safety, or successfully complete the Fire Safety Inspector Certification course within six (6) months from date of employment.

Examples of Work:

Listed examples do not include all tasks which may be found in positions of this class. Persons in this position conduct fire safety inspections in Department of Health licensed child care facilities, Department of Health license-exempt facilities, senior citizen nutrition centers, Department of Mental Health state operated mental health facilities, Division of Family Services facilities, and fireworks retail and wholesale facilities, for compliance with applicable rules and regulations. Shall conduct framing, wiring, rough-in and acceptance inspections of fire alarms and sprinkler systems. Shall conduct final inspections on new and existing facilities.

Complete written inspection reports, noting when necessary, all items found not to be in compliance, and make recommendations to provider to ensure compliance.

In addition, Inspectors may be required to conduct fire safety public education classes and group presentations. Responsibilities include organizing and scheduling fire safety inspections, properly complete inspection forms and weekly report logs, accurately maintaining expense and mileage reports. Requires daily travel within inspection district and may include some weekend and/or overnight travel.

POLICIES AND PROCEDURES



Legal Requirements:

Applicants must be at least 22 years of age. Must be of good moral character, shall not have been convicted of a felony or other crime involving moral turpitude, shall be a citizen of the United States and shall have been a tax paying resident of Missouri for at least three (3) years immediately preceding appointment. Applicants shall possess ordinary physical strength and be able to pass such physical and mental examinations as the State Fire Marshal may prescribe.

Conditions of Employment:

Applicants must possess a valid Missouri Motor Vehicle operator's license and be able to operate a motor vehicle. Persons appointed to this position must have a telephone in their residence. Any person holding this position shall not hold any other employment without prior approval of the State Fire Marshal, nor shall receive any compensation, reward, or gift, other than regular salary and expenses for the performance of official duties.

Education and Experience:

Graduation from accredited high school or have obtained a high school equivalence certificate. A minimum of three (3) years experience as a fire fighter or fire officer in a fire department; or three (3) years of full-time, paid employment as an inspector in an insurance rating or adjusting bureau; or three (3) years as an inspector in a fire service or fire prevention bureau of a municipal, military, governmental, or larger industrial plant, supplemented by at least one (1) year of experience as a fire fighter.





Date Issued:	Policy:	Authorized by:
06/01/1998		Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
07/14/2006	1 of 1	
Policy Title: Job Overview – Fire Safety Inspection Unit – Senior Office Support Assistant		

SENIOR OFFICE SUPPORT ASSISTANT (keyboarding)

Definition:

This is an intermediate level clerical and typing position of moderate difficulty and complexity involving a variety of tasks. This position reports to either the State Fire Marshal or the Assistant State Fire Marshal, as assigned by the State Fire Marshal. Some functions of this position will require oversight by the Fire Inspection Supervisor(s).

Essential Knowledge, Skills, and Abilities:

Typing ability of 50 words per minute. Knowledge of transcription equipment, word processing and other standard office equipment. Familiar with generally accepted accounting procedures.

Knowledge of personal computer operating systems, Windows and Microsoft Office programs.

Establish and maintain good working relationship with managers, staff and public. Develop a professional and cooperative attitude that advances the Division's goals, minimizes negative feedback, and does not adversely affect the work of others.

Examples of Work:

Shall coordinate and assign incoming fire inspection requests with field inspectors.

Enter inspection reports into computer database.

Maintain fire safety inspection filing system.

Upon completion of fire inspection, distribute inspection survey to required agencies.

Assist in coordinating requests and assignments for public relation activities.

Education and Experience:

Graduation from accredited high school or possession of a high school equivalence certificate.

One year of clerical experience.





Date Issued:	Policy:	Authorized by:
06/01/1998		Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
07/14/2006	1 of 2	
Policy Title: Job Overview – Training Unit – Public Safety Manager		

PUBLIC SAFETY MANAGER – Training Unit

Definition:

Working independently and under the direction of the State Fire Marshal or Assistant State Fire Marshal, the Public Safety Manager (Deputy Chief) of the Training Unit shall be responsible for making recommendations for the development of training and certification policies, programs and actions essential for promoting development and professional growth for emergency response personnel and related professions throughout the state of Missouri.

Essential Knowledge, Skills, and Abilities:

Considerable knowledge of basic principles, methods and techniques involved in the development and administration of training programs. Considerable knowledge of methods of instruction, presentation of training materials, and principles of test design, interpretation, and administration. Considerable knowledge of National Fire Protection Association Standards as well as other national and international standards and curricula. Must posses the ability to apply these standards to training and certification testing.

Considerable knowledge of personnel and business management as applied to public administration. Working knowledge of the organization, functions and operations of the agency, including a basic knowledge of agency programs and related professions.

Ability to work effectively and harmoniously with agency staff and emergency response professionals to stimulate their development and professional growth, to present ideas and training materials in a clear concise manner, to lead discussion groups, to plan, develop and organize an effective training program and carry it out to a successful conclusion.

Examples of Work:

Studies programs, policies, objectives, regulations, and operating procedures to determine the activities to be performed, duties and responsibilities involved, and the knowledge, skills, and abilities required for maximum performance.

Consults with the State Fire Marshal or Assistant State Fire Marshal concerning the needs for training and development.

Plans, develops, and implements statewide training; coordinates, and schedules training activities. Evaluates training program methods and results; recommends and implements program changes as required.

POLICIES AND PROCEDURES



Maintains the Division's IFSAC accreditation.

Attends meetings and training conferences to keep abreast of training needs.

Assumes responsibility of the over-all supervision of the section.

Performs other related duties as assigned.

Legal Requirements:

Applicants must be at least 22 years of age. Applicants must be of good moral character; shall not have been convicted of a felony or other crime involving moral turpitude; shall be a citizen of the United States and shall have been a tax paying resident of this state for at least three (3) years immediately preceding appointment. Applicants shall possess ordinary physical strength and be able to pass such physical and mental examinations as the State Fire Marshal may prescribe.

Conditions of Employment:

Applicants must possess a valid Missouri Motor Vehicle operator's license and be able to operate a motor vehicle. Applicant must be able to travel overnight statewide and nationally.

Persons appointed to this position must have a telephone in their residence. Any person holding this position shall not hold any other employment or receive any compensation, reward, or gift, other than regular salary and expenses for the performance of official duties.

Ability to assist management in determining training needs, prescribe the training required, and develop appropriate training materials. Ability to establish, implement and adhere to a budget for the Training Unit. Ability to keep fire fighters, and representatives of law enforcement, emergency services, and other state agencies informed through literature, planned discussions and conferences, as to the content and trends of agency programs, and to design and implement a program designed for their progressive development.

Education and Experience:

Graduation from accredited high school or possession of a high school equivalence certificate. A minimum of five (5) years experience in teaching and instructional programming preferably related to fire service or law enforcement. A degree in fire science, fire protection engineering, or education from a recognized college or university may satisfy four years of this requirement.





Date Issued:	Policy:	Authorized by:
06/01/1998		Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
07/14/2006	1 of 2	
Policy Title: Job Overview – Training Unit – Executive I		

EXECUTIVE I

Definition:

This is technical work involving responsibility for a variety of business management and/or support service functions, or comparable work involving specialization in more complex functions. This position reports to the Public Safety Manager of the Training Unit.

Essential Knowledge, Skills, and Abilities:

Ability to assign, supervise, and review the work of other employees within the unit. Ability to establish and maintain harmonious working relationships with other employees and the public. Thorough knowledge of PC operating systems, Windows, and Microsoft Office programs.

Establish and maintain good working relationship with managers, staff and public. Develop a professional and cooperative attitude that advances the Division's goals, minimizes negative feedback, and does not adversely affect the work of others.

Examples of Work:

Organizes courses conducted by the Division of Fire Safety. This includes contacting instructors, processing applications for courses to ensure all requirements are met, all correspondence with applicants, assisting applicants with questions/problems regarding courses, correspondence with departments hosting courses, ensures all preparations are complete for each course. This position may require weekend work or overnight travel.

Generates, distributes, administers and scores Division Certification exams. Notifies students of test results and all recordkeeping of test results. Maintains training files, unit statistics and training databases. Creates new forms/books as well as updates existing forms/books used by the Training Unit.

Provides the Division's Administration and the International Fire Service Accreditation Congress with training and certification reports and statistics as requested and required.

Generates certificates and all correspondence regarding recertification notices and approval cards.

This position serves in the capacity of providing assistance to the Public Safety Manager with delegated responsibility. Work normally requires the exercise of discretion and independent judgment in applying rules and procedures to work problems.

POLICIES AND PROCEDURES



Performs other duties as assigned by the Public Safety Manager.

Education and Experience:

Graduation from accredited high school or possession of high school equivalence certificate. Four years of responsible clerical experience.





Date Issued:	Policy:	Authorized by:
06/01/1998		Randy L. Cole
Date Revised: 07/14/2006	Page: 1 of 2	DPS/OA Policy Reference:
Policy Title: Job Overview – Training Unit – Haz/Mat / Training – Training Technician II		

TRAINING TECHNICIAN II

Definition:

Under the direction of the Public Safety Manager of the Training Unit, the Training Technician II will coordinate the Hazardous Materials Certification Program and the National Fire Incident Reporting System (NFIRS).

Essential Knowledge, Skills, and Abilities:

Considerable knowledge of National Fire Protection Association Standards and EPA/OSHA rules and regulations applying to hazardous materials response and training. Considerable knowledge of methods of instruction, presentation of training programs. Ability to keep fire departments, and representatives of law enforcement, emergency services informed through literature, planned discussions and conferences, as to the development of the Division programs.

Establish and maintain good working relationship with managers, staff and public. Develop a professional and cooperative attitude that advances the Division's goals, minimizes negative feedback, and does not adversely affect the work of others.

Examples of Work:

Assist and advise the Public Safety Manager in the development and coordination of statewide hazardous materials certification program. Assist and coordinate in the preparation and review of course and exam materials.

Maintain fire department registration.

Communicate with other state NFIC/NFIRS program managers to enhance operations.

Develop training course for NFIRS data collectors. Train new fire departments on NFIRS data collection. Provide technical support to the fire service, answering questions about data collection, coding questions. Distribute NFIRS Standard Output Reports to reporting fire departments.

Attends meetings and training conferences to keep abreast of training needs. Performs other related duties as assigned by the Public Safety Manager.

This position may require some weekend work or overnight travel.

POLICIES AND PROCEDURES



Legal Requirements:

Applicants must be of good moral character; shall not have been convicted of a felony or other crime involving moral turpitude; shall be a citizen of the United States.

Condition of Employment:

Applicants must possess a valid Missouri Motor Vehicle operator's license and be able to operate a motor vehicle. Applicant must be able to travel overnight statewide and nationally. Person appointed to this position must have a telephone in their residence.

Education and Experience:

Graduation from an accredited high school or possession of high school equivalence certificate. Degree or courses that relate to the position preferred. Minimum of four years experience in fire service, hazardous materials response, or planning field. Knowledge of the general functions of emergency management and fire service response, hazardous materials response at the local, state, and national levels.





Date Issued:	Policy:	Authorized by:
06/01/1998		Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
07/14/2006	1 of 2	
Policy Title: Job Overview – Training Unit – Training Technician II		

TRAINING TECHNICIAN II

Definition:

Under the direction of the Public Safety Manager of the Training Unit, the Training Technician II will review and coordinate the Fire Fighter I and II and the Driver Operator Program. This is technical work which involves research of the national and international standards and curriculums.

Essential Knowledge, Skills, and Abilities:

Must have considerable knowledge of the national and international standards and curriculum. Considerable knowledge of methods of instruction and presentation of training programs. Must be able to communicate extensively with the Fire Service and general public in answering questions, and assisting with problems and concerns regarding training and certification. Thorough knowledge of PC operating systems, Windows, and Microsoft Office programs.

Establish and maintain good working relationship with managers, staff and public. Develop a professional and cooperative attitude that advances the Division's goals, minimizes negative feedback, and does not adversely affect the work of others.

Examples of Work:

Review Fire Fighter I and II curriculum to assure compliance with national and international standards. Update or revise curriculum as necessary. Review the certification test bank and skill sequences to assure compliance with national and international standards. Review testing process to ensure validity and reliability. Make revisions as necessary. Maintain international accreditation status.

Coordinate all Fire Fighter I and II courses and testing throughout the State, including approving instructors, assigning evaluators, generating and distributing the exams, grading exams and corresponding with each applicant. Communicate with lead instructors and evaluators. Provide technical advice.

Travel to courses in order to evaluate instructors, audit evaluators, and serve as an evaluator for testing.

Approve and monitor the training and certification program for the level of Driver Operator.

POLICIES AND PROCEDURES



Research national and international standards and curriculums involving this level. Coordinate all courses and testing throughout the state.

Assist in the teaching of Division of Fire Safety courses such as the Evaluator, Inspector, Investigator, and Fire Officer courses. Serve as a liaison between the host department, the class, and the Division. Conduct course introduction, administer quizzes, and monitor attendance.

Legal Requirements:

Applicant must be of good moral character; shall not have been convicted of a felony or other crime involving moral turpitude; shall be a citizen of the United States.

Condition of Employment:

Applicant must possess a valid Missouri motor vehicle operator's license and be able to operate a motor vehicle. Applicant must be able to travel overnight statewide. Person appointed to this position must have a telephone in their residence.

Education and Experience:

Graduation from an accredited high school or possession of high school equivalence certificate. Degree or courses that relate to the position preferred. Minimum of four years experience in fire service or planning field. Knowledge of national and international standards.





Date Issued:	Policy:	Authorized by:
06/01/1998		Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
07/14/2006	1 of 2	
Policy Title:	Job Overview – Elevator	& Amusement Ride Safety Unit – Public Safety Manager

PUBLIC SAFETY MANAGER - Elevator & Amusement Ride Safety Unit

Definition:

The Public Safety Manager (Deputy Chief) of the Elevator and Amusement Ride Safety Unit supervises the operation and personnel of this unit. Works independently and under the direction of the State Fire Marshal and Assistant State Fire Marshal and with guidance from the Elevator Safety Board and Amusement Ride Safety Board to ensure the fulfillment and enforcement of the laws, rules and regulations as required by statute.

Examples of Work:

Administers the license process for elevator/amusement ride inspectors and issues elevator inspector licenses subject to confirmation by the Elevator Safety Board.

Maintains files on all locations that have elevators, escalators, escalators, moving walks, lifts, dumbwaiters or equipment installations falling within the statutory authority of the Division of Fire Safety and maintains a file for each installation. Submits written reports and addresses questions regarding the Elevator Safety Act Rules and Regulations.

Oversees annual permitting process for all amusement rides within the statutory authority of the Division of Fire Safety. Maintains files of all amusement rides permitted for operation within the state.

Researches and compiles reports, both technical and administrative, as required by the Division of Fire Safety, the Elevator Safety Board, Amusement Ride Safety Board and others. Assures follow up actions are taken regarding inspection findings.

Performs amusement ride/elevator inspections, as required. Make recommendations to correct unsafe conditions found during inspection made or any inspection made by a deputy elevator inspector or any other elevator/amusement ride inspector licensed by the State of Missouri. Reports findings to the appropriate authorities or initiates actions as permitted by statute.

Proposes changes to the Missouri Elevator Safety Act and rules based on technological advances, the ASME Elevator Code or other code changes. Submits proposed changes to the State Fire Marshal for consideration or rule promulgation with approval of the Elevator Safety Board.

POLICIES AND PROCEDURES



Develops and provides interpretations of the Elevator Safety Act Rules and Regulations and obtains necessary approval from appropriate authorities. Reviews the ASME Elevator Code and other Codes for variances and proposes acceptance or rejection, to the Elevator Safety Board. Completes plan reviews of proposed elevator installations and approves or denies plan permits in accordance with the Elevator Safety Act rules and regulations.

Proposes changes to the Amusement Ride Safety Act and associated promulgated rules.

Legal Requirements:

Must be of good moral character; shall not have been convicted of a felony or other crime involving moral turpitude; and shall be a citizen of the United States. Shall hold a Missouri drivers license within 10 days of employment.

Conditions of Employment:

Any person holding this position shall not hold any other State commission or State office, elective or appointive, or accept any other employment or compensation, reward, or gift, other than regular salary and expenses for the performance of official duties.

Education and Experience:

Graduate from an accredited school four year college with major work in engineering, architecture, public administration, or related field; four years professional elevator inspection experience; and hold an American Society of Mechanical Engineers Qualified Elevator Inspector (QEI) certification; or graduate from an accredited two year college or university with major course in engineering, architecture, public administration, or related field; six years professional elevator inspection experience; and hold a QEI certification; or a high school education or the equivalent and at least eight years professional elevator experience, and hold a QEI certification. Two years experience as a manager, trainer, or supervisor is required.

Ability to obtain National Association of Amusement Ride Safety Officials (NAARSO) - Level 1 certification.





Date Issued:	Policy:	Authorized by:
06/01/1998		Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
07/14/2006	1 of 2	
Policy Title: Job Overview – Elevator Safety Unit – Senior Office Support Assistant		

SENIOR OFFICE SUPPORT ASSISTANT (KEYBOARDING)

Definition:

The Senior Office Support Assistant is assigned to serve in the capacity of providing the necessary clerical support to the Elevator Safety Unit/Amusement Ride Safety Unit. This employee will report to the Public Safety Manager of the Elevator Safety Unit.

Essential Knowledge, Skills and Abilities:

One year of clerical experience. Typing ability of 50 words per minute. Knowledge of transcription equipment, word processing and other standard office equipment. Knowledge of PC operating systems, Windows and Microsoft Office programs. Familiar with databases and generally accepted accounting and collection procedures.

Establish and maintain good working relationship with managers, staff and public. Develop a professional and cooperative attitude that advances the Division's goals, minimizes negative feedback, and does not adversely affect the work of others.

Examples of Work:

Provide the necessary clerical support to the Elevator Safety Unit/Amusement Ride Safety Unit. In the absence of the Public Safety Manager and the State Fire Marshal, shall perform those duties necessary to respond to questions that may arise. Responsible for all accounting including questions that may arise and resolution to those questions within the guidelines of the Division of Fire Safety and the State of Missouri.

Responsibilities include preparing reports and letters in an efficient and timely manner.

Responsible for maintaining the files as needed by the unit. Preparing minutes for the Elevator Safety Board. Entering accounts receivable and following up and collecting overdue invoices. May include a limited amount of travel.

Education and Experience:

Graduate from an accredited high school or possession of a high school equivalence certificate. One (1) year of responsible experience in a secretarial position. One (1) year experience in accounting and/or data processing.

POLICIES AND PROCEDURES



POLICIES AND PROCEDURES



Date Issued:	Policy:	Authorized by:
06/01/1998		Randy L. Cole
Date Revised:	Page:	DPS/OA Policy Reference:
01/01/2002	1 of 2	
Policy Title: Job Overview – Elevator Safety Unit – Office Support Assistant		

OFFICE SUPPORT ASSISTANT (KEYBOARDING)

Definition:

This is an intermediate level of clerical and keyboarding position involving moderate difficulty and complexity of tasks. The Office Support Assistant is assigned to serve in the capacity of providing the necessary clerical support to the Elevator Safety/Amusement Ride Safety Unit. This employee will report to the Senior Office Support Assistant and the Public Safety Manager of the Elevator Safety/Amusement Ride Safety Unit.

Essential Knowledge, Skills and Abilities:

Must be able to understand and carry out written and oral directions. Maintain complex filing system. Must be able to operate standard office equipment such as adding, calculating, fax and copy machines. Familiar with general accounting procedures. Knowledge of Windows and Microsoft Office programs.

Establish and maintain good working relationship with managers, staff and public. Develop a professional and cooperative attitude that advances the Division's goals, minimizes negative feedback, and does not adversely affect the work of others.

Examples of Work:

Typing of correspondence and screening phone calls. Enters inspection reports into the computer database.

Maintains the elevator safety inspection filing system. Handles and processes the returned mail.

Process daily mailings.

Serve as back-up in the absence of the Senior Office Support Assistant.

Education and Experience:

Graduation from an accredited high school or possession of high school equivalence certificate. One year clerical experience.

POLICIES AND PROCEDURES







Policy Title: Job Overview – Elevator & Amusement Ride Unit – Elevator & Amusement Ride Inspector		
07/14/2006	1 of 2	
Date Revised:	Page:	DPS/OA Policy Reference:
06/30/2003		Randy L. Cole
Date Issued:	Policy:	Authorized by:

ELEVATOR AND AMUSEMENT RIDE SAFETY INSPECTOR

Definition:

Working independently and under supervision of the Public Safety Manager of the Elevator Safety and Amusement Ride Unit, employee will perform technical work in all the inspection of elevators, escalators, moving walks, lifts, dumbwaiters, amusement rides and related equipment to assure compliance and enforce the Elevator Safety Act and the Amusement Ride Safety Act rules and regulations, as required by statute.

Examples of Work:

Perform and witness regular and routine annual inspections of elevators, escalators, moving walks, lifts, dumbwaiters and related equipment in order to ensure the public safety and to monitor compliance with state laws, rules, regulations, codes, and standards for elevator safety. Inspects the operating condition of new, existing, and altered elevating equipment, using visual observation and mechanical testing equipment to ensure compliance.

Performs spot safety inspections of amusement rides to ensure public safety and monitor compliance with state laws, rules and standards for amusement ride operation and safety.

Submits written reports regarding all inspections and/or accidents and their causes; files reports with the supervisor.

Conducts follow-up inspections to ensure corrections are made. Assists elevator contractors, trade workers and building owners in determining how such corrections may be made to achieve code conformance.

Conducts reviews of variance requests as assigned by the Public Safety Manager and makes recommendations for presentation to the Elevator Safety Board.

Reviews inspection practices and procedures of state-licensed inspectors to ensure consistency and compliance with state laws, rules, regulations, codes and standards for elevator and amusement ride safety.

Investigate complaints of hazardous or non-compliant elevator and amusement ride equipment.

All other duties as assigned.

POLICIES AND PROCEDURES



Legal Requirements:

Must be of good moral character; shall not have been convicted of a felony or other crime involving moral turpitude; and shall be a citizen of the United States. Shall be a resident of Missouri and maintain a valid Missouri driver's license.

Education and Experience:

Shall have a high school education or the equivalent and four (4) years of experience in some mechanical or electrical endeavor, at least one (1) year of which shall have been in the design, construction, installation, repair or inspection of elevators. The non-elevator mechanical, or electrical experience shall be at the journeyman mechanical level or technical work and the work must have been comparable to work in the elevator industry. Engineering education on a college level may be substituted on a year-for-year basis for the non-elevator qualifying experience. The one (1) year of required elevator experience may be on the basis of continuous employment for one (1) year in which at least half (1/2) of the applicant's time is devoted to elevator work.

Prefer applicant to possess the American Society of Mechanical Engineers Qualified Elevator Inspector (QEI) Standard, if not, applicant will need to obtain this certification within six months of employment.

Ability to obtain National Association of Amusement Ride Safety Officials (NAARSO) - Level 1 certification.